	F CALIFORNIA		AREA	DIVISION	NUMBER	
	MENT OF CALIFORNIA HIGHWAY PATR A MANAGEMENT EVA		Santa Cruz Area	Coastal Division	720	
	UPATIONAL SAFETY		EVALUATED BY		DATE)rr
	53M (Rev. 5-08) OPI 009		Sergeant Wallace		03/21/200	
form is individual can be accom form o	s used as a Correction Redual items with "yes" or "need on the CHP 454, applishments or corrective can be completed in pend	ns reviewed by placing a checeport, the "Correction" box shows an ambient in the blank of answers, or fill in the blank of Area Management Evaluation actions, unresolved items, propredictions, and the Supplement	ould be initialed and da s as indicated. If additi in Supplement. The Su oblems or progress, an can be handwritten if c	ited as deficiencies are onal comments are neo upplement should inclu- d the evaluator's overa	corrected. cessary, the de significa	Answer information nt findings,
	EVALUATION rmal Evaluation Info	mal Evaluation	04/30/2009		ž.	
FOLLOW.	UP REQUIRED	☐ Correction Report	COMMANDER'S REVIEW	-7°5.	DATE	150 218400
1 60	ALS AND ACCOMPLISHM		EVALUATED	ACTION REQUIRED	OURRECTED N/A	<u> </u>
			Yes	No N	111/7	K. A. P. 10-
	Safety Manual, Chapter 13?	n the Occupational Safety Progra	an as obtained in HPIW 10	.0, 0000 pa.:01727	☐ Yes	□No
((1) Are goals developed in	accordance with departmental po	olicy?		⊺ ☑ Yes	□No
(2) Are environmental factors, exposure factors, and past experience/trends considered when setting goals?					□ No
	3) Are illness and non-serious/non-traumatic injuries excluded from occupational safety goals?					□No
(4) Are goals appropriately categorized?					☐ No
((5) Are goals realistic?					□No
7 ((6) Are goals consistent wit	h departmental objectives?			☑ Yes	□ No
((7) Is input from all levels o	onsidered before goals are estab	olished?		☑ Yes	Ď No
b	Are goals being accomplished	ed?			✓ Yes	□No
((1) Accurate reporting on C	HP 113, Accident and Injury Rep	oort?	and the second second second	Yes	□ No
((2) Are accidents increasing	??			☐ Yes	🛮 No
((3) Are injuries increasing?		8		☐ Yes	☑ No
((4) Why are they increasing	/decreasing? Accidents and Inj	uries are decreasing due	to Santa Cruz Area's con	centrated tra	ining on
	awareness of occupation	nal sufety.		•00		
((5) Is CHP 113, Acaldent at	nd Injury Report, posted or readil	y accessible?		✓ Yes	□ No
((6) Are employees knowled	geable about goals and achieve	ments?		Ves	□ No
((7) Are employees providin	g suggestions toward goal attain		I was a transfer of the same o	✓ Yes	□ No
2. PAF	RTICIPATION	The second secon	Yes	NO REQUIRED	N/A.	J.
à. (Commander actively involve	d in program?			☑ Yes	□ No
(1) Commander active in in	ury/iliness case management?			☑ Yes	□No
(2) What is the commander	s attitude regarding occupationa	l safety? Captain Manni	quez 's concern, interest :	and enthusia	sm project
- 1	and exemplary attitude	towards occupational safety. Th	ne commander is actively	involved in all aspects of	of the Occupa	ational Safety

Destroy Previous Editions

c453/n508.pdf

CHP 453M (Rav. 5-08) Page 1 of 8

Program.

STATE OF CALIFORNIA DEFARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP	45 3 N	(Rev. 5-08) OPI 009		
	(3)	Occupational safety issues discussed at staff meetings and training days?		□ No
	(4)	Are safety issues in the meeting minutes?		∐ No
	(5)	Commander comments regarding safety issues in performance evaluations?	✓ Yes	□No
	(6)	Does the commander ensure use of appropriate safety equipment?	☑ Yes	□No
b	. Are	managers/supervisors actively involved in the program?	✓ Yes	□No
	(1)	Are managers/supervisors involved in case management?	☑ Yes	∐No
	(2)	Do they have the appropriate attitude?	✓ Yes	□No
==::	(3)	Are managers monitoring supervisors' progress and efforts to attain goals?	✓ Yes	□No
	(4)	Are supervisors monitoring employees' efforts?	☑ Yes	□No
	(5)	Do managers comment on safety issues in performance evaluations?	☑ Yes	□ No
	(6)	Do supervisors comment on safety issues in performance evaluations?	🛭 Yes	□No
	(7)	Do managers/supervisors ensure the use of proper safety equipment?	☑ Yes	<u> </u>
Ç,	Are	employees actively involved in the Occupational Safety Program?	✓ Yes	□No
	(1)	Are employees involved in their case management?	✓ Yes	□No
	(2)	Are employees knowledgeable about safety goals?	☑ Yes	□No
SHACE.	(3)	Are they aware of the command's achievements?	☑ Yes	□No
	(4)	Are employees practicing safety while performing their duties?	✓ Yes	□No
	(5)	Are employees reporting unsafe conditions and/or work practices?	☑ Yes	□No
	(6)	Do employees work cooperatively to minimize hazards?	☑ Yeş	□No
	(7)	Do employees offer suggestions to improve occupational safety?	✓ Yes	∏ No
		Is employee equipment properly used and maintained?	✓ Yes	□ No
3. A	ccip	ENT AND INJURY TRENDS EVALUATED YES NO	N/A	ט
a.	Cor	nmander's method of identifying trends? Captain Manriquez closely reviews the CHP 113's, CHP 208's, an	d OSHA 20	0 logs on a
	reg	ular basis looking for any trends. She also listens to employee suggestions and/or comments in an effort to	identify tre	nds.
	(1)	Are accidents and injuries being monitored to identify trends?	☑ Yes	□ No
		Is the Occupational Safety Committee reviewing CHP 113, Accident and Injury Report, OSHA 300, Log of Occupational Injuries and Illnesses, entries, prior meeting minutes?	☑ Yes	□No
	(3)	Are personnel in the command aware of current and potential trends?	Yes	□No
b.	Wh€	at corrective action has the command taken when a trend has been identified? Any noted trends have been	briefed to th	ie officers for
1111	<u>ខ ខ</u> ្ព	eater awarness of the situation to avoid future problems.		
HP 453	M (Rev	5-0s) Page 2 of 6 Destroy Previous Editions		c469m590.pdf

DEPARTMENT OF CALIFORNIA HIGHWAY FATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

(1) Are commanders, managers, and supervisors actively implementing corrective actions?	☑ Yes	□No
4. COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC) Yes ACTION REQUIRED Yes	Yes	<u> </u>
a. What is the composition of the COSC? The Sunta Cruz Area COSC is composed of the Commander, a serge	ant, clerical sup-	eryisor,
maintenance person, auto technician, motor officer, and a representative from each shift.		
(1) Is there representation from each collective bargaining unit?	☑ Yes	□No
(2) Management and supervisory representation?	☑ Yes	□ No
(3) Command Safety Coordinator assigned?	☑ Yes	□No
(4) Command Safety Coordinator active and effective?		□No
(5) Are committee assignments rotated?	✓ Yes	□No
(6) COSC meetings held quarterly?	☑ Yes	□No
(7) Are meetings held more frequently when goals are not being attained?	☑ Yes	∐ No
(8) Do all committee members attend the meetings?	Yes	☑ No
b. Are roles and responsibilities defined in accordance with IIPP?	√ Yes	□No
(1) Do committee members understand their roles and responsibilities?	☑ Yes	□No
(2) Is an agenda prepared prior to the meeting?	☑ Yes	□No
(3) Are departmental and Division Occupational Safety meetings minutes readily available?	✓ Yes	□No
(4) Are these minutes utilized for Area rneetings?	✓ Yes	□No
(5) Are assignments given during Area meetings?		□No
c. Minutes prepared for the COSC meeting?	☑ Yes	□No
(1) Recording secretary appointed?	☑ Yes	□No
(2) Minutes posted on command's Occupational Safety Board?	☐ Yes	☑No
(3) Are minutes included in (IPP file?	☑ Yes	□No
(4) Minutes maintained current year, plus three?	✓ Yes	□N□
(5) Minutes forwarded through channels?	☑ Yes	□No
d. Is the COSC effective?	✓ Yes	□No
(1) Are COSC recommendations clear, concise and pertinent to the command?	☑ Yes	□ No
(2) COSC proactive to eliminate potential causes of accidents and injuries?	☑ Yes	□No
(3) COSC disseminate current information and training regarding health and safety issues?	✓ Yes	□ No
e. Do all personnel receive current information regarding health and safety?	☑ Yes	□No
f. Are outside agency safety programs utilized as a resource?	√ Yes	□No
g. Does the command maintain an effective health and safety communications system?	☑ Yes	∏ No
Destroy Previous Editions	A. Toronto	

c453m506.pdf

CHP 455M (Rev. 5-06) Page 3 of 6

PAGE 04/08

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009		
(1) Potential hazards reported on CHP 113B, Hazard Report/Inspection?	☑ Yes	□No
(2) Are findings of the 113B, Hazard Report/Inspection, report disseminated according to policy?	☑ Yes	□ No
(3) Do all members of the command participate in distribution of safety and health information?	☑ Yes	□No
(4) COSC minutes posted in a timely manner?	☐ Yes	☑ No
(5) Required posters prominently displayed?	√ Yes	□ No
(6) COSC maintain the Command Occupational Safety Bulletin Board?	☑ Yes	□ No
(7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific members?	✓ Yes	□ No
5. DOCUMENTATION: EVALUATED ACTION REQUIRED Yes Yes	No)
 a. STD 261s, Authorization to Use Privately Owned Vehicles on State Business, completed annually and filed in the employee's field folder? 	☑ Yes	□ No
b. DMV INF 254, Government Agency Request for Driver License/Identification Record Information, utilized to request driver's license record check and filed in the employee's field folder?	☐ Yes	☑ No
c. OSHA 300, Log of Occupational Injury and Illnesses, utilized?	✓ Yes	□ No
(1) Are required injuries and illnesses logged?	☑ Yes	□No
(2) Entries made within six working days of notification of an employee injury or illness?	. 📝 Yes	□ No
(3) Is lost-time and limited-duty documentation accurate?	✓ Yes	□ No
(4) Retention according to policy?	✓ Yes	□ No
(5) Readily accessible for review by Cal-OSHA?	☑ Yes	□No
(6) Previous calendar year log posted during February?		□No
d. Are CHP 113s, Accident and Injury Report, compiled accurately?		□No
(1) Commander review and sign?	☑ Yes	□ No
(2) CHP 113s and attachments processed in a timely manner?	☑ Yes	□ No
e. Does the command utilize the CHP 113A, Safety Inspection Checklist?	✓ Yes	□No
(1) Are semiannual safety inspections conducted?	✓ Yes	□No
(2) Are safety hazards identified?	✓ Yes	∐ No
(3) Is corrective action taken within 30 days?	✓ Yeş	∐ No
(4) CHP 113A, Safety Inspection Checklist, maintained with IIPP and retained according to policy?	☑ Yes	□No
f. Are unsafe conditions identified and documented on CHP 113B, Hazard Report/Inspection?	✓ Yes	□No
(1) Measures taken to correct situation within 30 days?	7 Yes	□No
(2) Copy of CHP 113B, Hazard Report/Inspection, filed or attached to IIPP?	✓ Yes	□ No
g. Are the CHP 121 series thoroughly and accurately completed?	✓ Yes	□ No
(1) Supervisory comments in-depth, clear, and concise?	✓ Yes	□ No
(2) Commander signature on appropriate forms?	✓ Yes	□ No
Power land		

Destroy Previous Editions

<453m506.pdf

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

OCCUPATIONAL	SAFETY
GUD 450N4 (D 5 OC) C	DI 000

	(1.04) (1.04) O. 1.000	2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
	(3) Routed within time frames?	✓ Yes 🗀 No			
h.	Is CHP 208, Accident Prevention Report, thoroughly and accurately completed?	☑ Yes ☐ No			
	(1) Supervisor comments in-depth, clear, and concise?	☑ Yes ☐ No			
	(2) Commander review?	☑ Yes □ No			
	(3) Commander signs appropriate form?	☑ Yes □ No			
	(4) Properly routed within time limits?	☑ Yes ☐ No			
i.	Are injuries and accidents documented on CHP 442, Individual Accident, Injury and Safety Recognition Reco	ord? ☑ Yes ☐ No			
100	(1) Are CHP 442s, Individual Accident, Injury and Safety Recognition Record, current?	☑ Yes □ No			
	(2) Safety recognition emblem summary current?	☑ Yes ☐ No			
j.	Are CHP 712As, Injury and Illness Prevention Program Orientation and Review, kept current?	☑ Yes ☐ No			
	(1) Is specific safety training documented on CHP 712, Employee Emergency Action Plan Review?	☑ Yes ☐ No			
	(2) Copies maintained with IIPP file?	☑ Yes □ No			
. IN	JURY AND ILLNESS PREVENTION PROGRAM Yes No	N/A			
a.	Command specific IIPP on file?	☑ Yes 🗀 No			
	(1) Is the program effective?	☑ Yes □ No			
	(2) Contains all required documents?	☑ Yes ☐ No			
11.15	(3) Discussed with all employees?	☑ Yes □ No			
· (+1)/	(4) All employees understand their roles and responsibilities?				
	(5) Each employee completed CHP 712A, Injury and Illness Prevention Program Orientation and Review?				
	(6) New employees review and complete CHP 712A, Injury and Illness Prevention Program Orientation and Review?				
	(7) Are unsafe hazards or conditions identified, investigated, corrected, and documented?	☑ Yes ☐ No			
	(8) Is required documentation maintained according to policy?	☑ Yes □ No			
cc	MMUNICATION WITH DOSH EVALUATED Yes NO	OORRECTED N/A			
a.	Employees aware of procedures regarding DOSH inspections?	☑ Yes ☐ No			
þ,	Command's documents readily available for review by DOSH Compliance Officer?	☑ Yes ☐ No			
HA	ZARDOUS SUBSTANCE PROGRAM Pos EVALUATED NO NO ACTION REQUIRED NO	N/A			
a.	Does command have a written Hazardous Substance Program for substances used within that command?	☑ Yes □ No			
	(1) Are hazardous substances identified and properly labeled?	☑ Yes ☐ No			
	(2) Warning signs posted?	☑ Yes ☐ No			
	(3) Material Safety Data Sheets readily available?	☑ Yes ☐ No			
	(4) Employees receive training?	☑ Yes ☐ No			

Destroy Previous Editions

CHP 453M (Rev. 5-06) Page 5 of 6

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

(5) Training documented?			☑ Yes	□ No
(6) Employees informed of their right to applicable medic	al and exposure informa	tlon?	✓ Yeş	□ No
HAZARDOUS EXPOSURE CONTROL PROGRAMS	EVALUATED Yes	ACTION REQUIRED	CORRECTE!)
a. Activities identified within command that may require expo	sure to hazardous cond	itions?	✓ Yes	□ No
(1) Appropriate engineering and/or administrative controls	s implemented?		☑ Yes	□No
(2) Protective equipment provided in accordance with bar	gaining unit agreements	67	✓ Yes	□No
(3) Employees trained on use and maintenance of equipr	nent?		☑ Yes	□ No
(4) Training documented?	V,		✓ Yes	□ No

CHP 463M (Rov. 5-08) Page € of 6

Destroy Previous Editions

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY FATROL

AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

	IT EVALUATION OCCUPATIONAL SAFETY	DATE: 03/22/2009
III SECTIONS	COMMENTS	Separate agree (C.) and among the destination of the control of t
I, a.	There is no Chapter 13 in FIPM 10.6 revised 09/12/2006	
	Santa Cruz Area is familiar with Chapter 3 in HPM 10.6	erti eng
4.a.(8)	The COSC members who are unable to attend are provide	ed a copy of the minutes of the meeting an
	are briefed by the Occ. Safety Coordinator.	
4.c.(2)	Occ. Safety Meeting minutes were not posted on the boar	d.
	Corrected: Current Occ. Safety Meeting minutes have been	en posted and Area will continue to do so
Tell-	in the future.	
4.ც.(4)	Occ. Safety Meeting minutes were not posted on the boar	d, future minutes will be posted per 4.c.(2
	вьоге.	
5.b	Personnel files were audited, DMV INF 254's were not to	cated in 3 of the files as required.
	Action Item: The DMV INF 254 form will be placed in th	e 3 nonuniform personnel files by
	04/30/2009. This amount of time is needed due to new fo	orms being ordered from DMV.
······································		TANK WITH THE TANK
		111-21
·		5.00
		2.5 30000
**************************************	***************************************	
	·	
		740
	2.0	
	11.30	- A page
***************************************		7
- (1)		

Destroy Previous Editions

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Hollister-Gilroy	Coastal	725
EVALUATED BY		DATE
Sergeant Christophe	er Ertzner, #14944	02/22/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVA	LUATION	ormal Evaluation	SUSPENSE DATE			
FOLLOW-UP I			COMMANDER'S REV	IEW.	DATE	
1. GOAL	S AND ACCOMPLISHM	IENTS	Yes	ACTION REQUIRED No	CORRECTED)
	the command familiar wit fety Manual, Chapter 13	h the Occupational Safety Prog ?	ram as outlined in HP	M 10.6, Occupational	✓ Yes	□No
(1)	Are goals developed in	accordance with departmental	policy?		✓ Yes	□No
(2)	Are environmental factor	ors, exposure factors, and past	experience/trends cor	nsidered when setting goals?	✓ Yes	□No
(3)	Are illness and non-ser	ious/non-traumatic injuries excl	uded from occupation	al safety goals?	□Yes	☑ No
(4)	Are goals appropriately	categorized?			✓ Yes	□No
(5)	Are goals realistic?				✓ Yes	□No
(6)	Are goals consistent wi	th departmental objectives?			✓ Yes	□No
(7)	Is input from all levels of	considered before goals are esta	ablished?		✓ Yes	□No
b. Are	e goals being accomplish	ed?			✓ Yes	□No
(1)	Accurate reporting on 0	CHP 113, Accident and Injury R	eport?		✓ Yes	□No
(2)	Are accidents increasing	ıg?			□Yes	☑ No
(3)	Are injuries increasing?				☐Yes	☑ No
(4)	Why are they increasin	g/decreasing? The accidents a	nd injuries over the pa	ast 3 years have not increased	or deceased,	however are
	pretty consistent with	each other.				
(5)	Is CHP 113, Accident a	and Injury Report, posted or read	dily accessible?		✓ Yes	□No
(6)	Are employees knowled	dgeable about goals and achiev	rements?		✓ Yes	□No
(7)	Are employees providir	ng suggestions toward goal atta	inment?		✓ Yes	□No
2. PARTI	CIPATION		Yes	ACTION REQUIRED No	CORRECTED	
a. Coi	mmander actively involve	ed in program?			✓ Yes	□No
(1)	Commander active in ir	njury/illness case management?)		✓ Yes	□No
(2)	What is the commande	r's attitude regarding occupation	nal safety? That ever	y employee in the Hollister-Gi	ilroy comma	nd has the
	responsibility and oblig	gation to put safety 1st and fore	emost.			
14						

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

OHI	TOOIVI	(I/CeV: 3-00) Of 1 009				
	(3)	Occupational safety issues discussed at staff meetings and	training days?		✓ Yes	□No
	(4)	Are safety issues in the meeting minutes?			✓ Yes	□No
	(5)	Commander comments regarding safety issues in performan	nce evaluations?		✓ Yes	□No
	(6)	Does the commander ensure use of appropriate safety equi	pment?		✓ Yes	□No
b.	Are	e managers/supervisors actively involved in the program?			✓ Yes	□No
	(1)	Are managers/supervisors involved in case management?			✓ Yes	□No
	(2)	Do they have the appropriate attitude?			✓ Yes	□No
	(3)	Are managers monitoring supervisors' progress and efforts t	to attain goals?		✓ Yes	□No
	(4)	Are supervisors monitoring employees' efforts?			✓ Yes	□No
	(5)	Do managers comment on safety issues in performance eva	aluations?			□No
	(6)	Do supervisors comment on safety issues in performance et	valuations?		✓ Yes	□No
	(7)	Do managers/supervisors ensure the use of proper safety e	quipment?		✓ Yes	□No
C.	Are	employees actively involved in the Occupational Safety Prog	ıram?		✓ Yes	□No
	(1)	Are employees involved in their case management?			✓ Yes	□No
	(2)	Are employees knowledgeable about safety goals?			✓ Yes	□No
	(3)	Are they aware of the command's achievements?			✓ Yes	□No
	(4)	Are employees practicing safety while performing their dutie	s?		✓ Yes	□No
	(5)	Are employees reporting unsafe conditions and/or work practical	ctices?		✓ Yes	□No
	(6)	Do employees work cooperatively to minimize hazards?			✓ Yes	□No
	(7)	Do employees offer suggestions to improve occupational sa	fety?		✓ Yes	□No
	(8)	Is employee equipment properly used and maintained?			✓ Yes	□No
3. A	CCID	ENT AND INJURY TRENDS	Yes	Yes	Yes	0
а.	Cor	mmander's method of identifying trends? The review of the (1		uarterly basis	throughout
	the	year by the Commander will identify trends.				
	(1)	Are accidents and injuries being monitored to identify trends	?		✓ Yes	□No
	(2)	Is the Occupational Safety Committee reviewing CHP 113, A Log of Occupational Injuries and Illnesses, entries, prior median		y Report, OSHA 300,	□Yes	☑ No
	(3)	Are personnel in the command aware of current and potential	al trends?		✓ Yes	□No
b.	Wh	at corrective action has the command taken when a trend ha	s been identified?	N/A - No trends have bee	en identified o	ver the last
	sev	eral years.				

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

(1)	Are commanders, managers, and supervisors actively imp	lementing correctiv	e actions?	✓ Yes	□No
. COMM	AND OCCUPATIONAL SAFETY COMMITTEE (COSC)	Yes	No No	CORRECTED	
a. Wha	at is the composition of the COSC? Captain McRae, Serge	ant Ertzner (Safety	Coordinator), 1 special duty	officer, 1 cler	ical
per	sonnel, the automotive technician, the janitor and 3 officers	from the field.			
(1)	Is there representation from each collective bargaining uni	t?		✓ Yes	□No
(2)	Management and supervisory representation?			✓ Yes	□No
(3)	Command Safety Coordinator assigned?			✓ Yes	□No
(4)	Command Safety Coordinator active and effective?			✓ Yes	□No
(5)	Are committee assignments rotated?			✓ Yes	□No
(6)	COSC meetings held quarterly?			✓ Yes	□No
(7)	Are meetings held more frequently when goals are not bei	ng attained?		✓ Yes	□No
(8)	Do all committee members attend the meetings?			✓ Yes	□No
b. Are	roles and responsibilities defined in accordance with IIPP?			✓ Yes	□No
(1)	Do committee members understand their roles and respon	nsibilities?		✓ Yes	□No
(2)	Is an agenda prepared prior to the meeting?			✓ Yes	□No
(3)	Are departmental and Division Occupational Safety meeting	ngs minutes readily	available?	✓ Yes	□No
(4)	Are these minutes utilized for Area meetings?			✓ Yes	□No
(5)	Are assignments given during Area meetings?			✓ Yes	□No
c. Min	utes prepared for the COSC meeting?			✓ Yes	□No
(1)	Recording secretary appointed?			✓ Yes	□No
(2)	Minutes posted on command's Occupational Safety Board	?		✓ Yes	□No
(3)	Are minutes included in IIPP file?			✓ Yes	□No
(4)	Minutes maintained current year, plus three?			✓ Yes	□No
(5)	Minutes forwarded through channels?			✓ Yes	□No
d. Is th	ne COSC effective?			✓ Yes	□No
(1)	Are COSC recommendations clear, concise and pertinent	to the command?		✓ Yes	□No
(2)	COSC proactive to eliminate potential causes of accidents	and injuries?		✓ Yes	□No
(3)	COSC disseminate current information and training regard	ling health and safe	ety issues?	✓ Yes	□No
e. Do	all personnel receive current information regarding health a	ind safety?		✓ Yes	□No
f. Are	outside agency safety programs utilized as a resource?			☐Yes	☑ No
g. Doe	es the command maintain an effective health and safety cor	nmunications syste	em?	✓ Yes	□No

CHP 453M (Rev. 5-06) Page 3 of 6 Destroy Previous Editions c453m506.pdf

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION **OCCUPATIONAL SAFETY**

CHP	P 453M (Rev. 5-06) OPI 009		
	(1) Potential hazards reported on CHP 113B, Hazard Report/Inspection?	✓Yes	□No
	(2) Are findings of the 113B, Hazard Report/Inspection, report disseminated according to policy?	✓ Yes	□No
	(3) Do all members of the command participate in distribution of safety and health information?	✓ Yes	□No
	(4) COSC minutes posted in a timely manner?	✓ Yes	□No
	(5) Required posters prominently displayed?	✓ Yes	□No
	(6) COSC maintain the Command Occupational Safety Bulletin Board?	✓ Yes	□No
	(7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific members	? ☑ Yes	□No
5. D	OCCUMENTATION EVALUATED Yes ACTION REQUIRED Yes	CORRECTED Yes	
— a	a. STD 261s, Authorization to Use Privately Owned Vehicles on State Business, completed annually and filed in the employee's field folder?	✓ Yes	□No
b	DMV INF 254, Government Agency Request for Driver License/Identification Record Information, utilized to request driver's license record check and filed in the employee's field folder?	☐Yes	☑ No
C.	c. OSHA 300, Log of Occupational Injury and Illnesses, utilized?	✓ Yes	□No
	(1) Are required injuries and illnesses logged?	✓ Yes	□No
	(2) Entries made within six working days of notification of an employee injury or illness?	✓ Yes	□No
	(3) Is lost-time and limited-duty documentation accurate?	✓ Yes	□No
	(4) Retention according to policy?	✓ Yes	□No
	(5) Readily accessible for review by Cal-OSHA?	✓ Yes	□No
	(6) Previous calendar year log posted during February?	☐ Yes	✓ No
d.	. Are CHP 113s, Accident and Injury Report, compiled accurately?	✓ Yes	□No
	(1) Commander review and sign?	✓ Yes	□No
	(2) CHP 113s and attachments processed in a timely manner?	✓ Yes	□No
e.	. Does the command utilize the CHP 113A, Safety Inspection Checklist?	✓ Yes	□No
	(1) Are semiannual safety inspections conducted?	☐Yes	✓ No
	(2) Are safety hazards identified?	✓ Yes	□No
	(3) Is corrective action taken within 30 days?	✓ Yes	□No
	(4) CHP 113A, Safety Inspection Checklist, maintained with IIPP and retained according to policy?	✓ Yes	□No
f.	Are unsafe conditions identified and documented on CHP 113B, Hazard Report/Inspection?	✓ Yes	□No
	(1) Measures taken to correct situation within 30 days?	✓ Yes	□No
	(2) Copy of CHP 113B, Hazard Report/Inspection, filed or attached to IIPP?	✓ Yes	□No
g.	. Are the CHP 121 series thoroughly and accurately completed?	✓ Yes	□No
	(1) Supervisory comments in-depth, clear, and concise?	✓ Yes	□No
	(2) Commander signature on appropriate forms?		□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

U	1P 453	IVI	(Rev. 5-06) OPI 009					
_	(3	3)	Routed within time frames?				✓ Yes	□No
	h. Is	s C	CHP 208, Accident Prevention Report, thoroughly and accurat	ely completed?			✓ Yes	□No
_	(1	1)	Supervisor comments in-depth, clear, and concise?				✓ Yes	□No
_	(2	2)	Commander review?				✓ Yes	□No
	(3	3)	Commander signs appropriate form?				✓ Yes	□No
_	(4	4)	Properly routed within time limits?				✓ Yes	□No
_	i. Ar	re i	injuries and accidents documented on CHP 442, Individual Ad	ccident, Injury and	Safety	Recognition Record?	✓ Yes	□No
	(1	1)	Are CHP 442s, Individual Accident, Injury and Safety Recog	nition Record, curre	ent?		✓ Yes	□No
_	(2	2)	Safety recognition emblem summary current?				✓ Yes	□No
_	j. Ar	re (CHP 712As, Injury and Illness Prevention Program Orientatio	n and Review, kept	t curre	nt?	✓ Yes	□No
_	(1	1)	Is specific safety training documented on CHP 712, Employe	ee Emergency Action	on Pla	n Review?	✓ Yes	□No
	(2	2)	Copies maintained with IIPP file?				✓ Yes	□No
6.	INJU	JRY	Y AND ILLNESS PREVENTION PROGRAM	Yes Yes	- 1	ACTION REQUIRED NO	CORRECTED	
_	a. C	on	nmand specific IIPP on file?	1.00			✓ Yes	□No
	(1	1)	Is the program effective?	8			✓ Yes	□No
_	(2) Contains all required documents?					✓ Yes	□No	
	(3	3)	Discussed with all employees?				✓ Yes	□No
_	(4	4)	All employees understand their roles and responsibilities?				✓ Yes	□No
	(5	5)	Each employee completed CHP 712A, Injury and Illness Pre	vention Program C	Orienta	tion and Review?	✓ Yes	□No
_	(6	,	New employees review and complete CHP 712A, Injury and and Review?	Illness Prevention	Progra	am Orientation	✓ Yes	□No
	(7	7)	Are unsafe hazards or conditions identified, investigated, con	rected, and docum	nented	?	√ Yes	□No
	(8	3)	Is required documentation maintained according to policy?				√ Yes	□No
7.	СОМ	IMI	UNICATION WITH DOSH	Yes Yes		ACTION REQUIRED Yes	Yes	1)
	a. E	m	oloyees aware of procedures regarding DOSH inspections?	168		168	Yes	☑ No
_		_	nmand's documents readily available for review by DOSH Co	mpliance Officer?			✓ Yes	□No
R			DOUS SUBSTANCE PROGRAM	EVALUATED		ACTION REQUIRED	CORRECTED	
·	Carre			Yes	ونطفنيه ا	Yes	Pending	[7] No
_		-	es command have a written Hazardous Substance Program fo	or substances used	ı WILTIİ	r mat command?	Yes	☑ No
_		_	Are hazardous substances identified and properly labeled?				✓ Yes	□ No
_	(2		Warning signs posted?				✓ Yes	□ No
_	(3		Material Safety Data Sheets readily available?				✓ Yes	□ No
_	(4	1)	Employees receive training?				Yes	☑ No

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

(5) Training documented?			☐Yes	✓ No	
(6) Employees informed of their right to applicable media	✓ Yes	□No			
9. HAZARDOUS EXPOSURE CONTROL PROGRAMS Yes ACTION REQUIRED Yes		CORRECTED Pending			
a. Activities identified within command that may require exp	osure to hazardous cond	itions?	✓ Yes	□No	
(1) Appropriate engineering and/or administrative controls implemented?				✓ No	
(2) Protective equipment provided in accordance with ba	(2) Protective equipment provided in accordance with bargaining unit agreements?				
(3) Employees trained on use and maintenance of equip	oment?		☐Yes	☑ No	
(4) Training documented?			☐Yes	☑ No	

The following sections were found to be in need of action required and corrections needed:

- 3. a. (2) Sergeant Ertzner (Occupational Safety Coordinator) immediately implemented the review of the required documents at the 1st Quarter Occupational Safety meeting on February 14, 2009.
- 5. b. The DMV INF 254 is not utilized, however, a driver's license check is performed during the employee's yearly evaluation.
- 5. c. (6) The OSHA 300A for 2008 was completed and posted by Sergeant Ertzner in February as required by Cal-OSHA.
- 5. e. (1) The 113A, Safety Inspection Checklist, is required to be conducted semiannual and was not completed in 2008. Sergeant Ertzner assigned Officer Jensen to conduct a 113A inspection which was done on February 9, 2009. The second 113A inspection will be conducted in conjunction with the 3rd Quarter Occupational Safety meeting later in the year.
- 7. a. Sergeant Ertzner does not feel that all employees are aware of the procedures regarding DOSH inspections. Sergeant Ertzner prepared a briefing item on February 22, 2009 and forwarded a copy of the briefing item to all members of the 2009 Occupational Safety committee.
- 8. a. The command does not have a written Hazardous Substance Program for substances used within the command. The hazardous substances that require MSDS paperwork are secured and under the control of Tom McJunkin, Automotive Technician. Sergeant Ertzner will complete and post a CHP 189 Hazardous Substances Inventory as it pertains to the hazardous substances which require MSDS 's.
- 8. (4) and 8. (5) During the annual performance review, supervisors will direct employees to review the CHP 189 as listed in section 8. a. which will be placed in the IIPP.
- 9. (1) 9. (2) 9. (3) 9. (4) Sergeant Ertzner believes a majority of the employees are not familiar where the gas pump and propane tank emergency shut-off valves are located. It will be implemented in the orientation process of new officers to the Area and at the next Area training day. Sergeant Ertzner will ensure the training officer, K. Sakamoto conducts the training. Sergeant Ertzner will inform the Automotive Technician, Tom McJunkin, that in case a gasoline spill occurs while an employee is fueling their patrol vehicle at the gas pumps, that absorbent is readily available at the gas pump station.

Sections 8 and 9 have corrections pending and a supplemental correction report by Sergeant Ertzner will follow and be attached.

Summary: The Occupational Safety program in the past decade was not maintained to Cal-OSHA and Departmental standards. However, Captain McRae and the Occupational Safety committee members are actively involved. As a result, the Hollister-Gilroy Area is now in compliance with the standards and now can operate an effective Occupational Safety program.

Department of California Highway Patrol AREA MANAGEMENT EVALUATION Chapter 12 OCCUPATIONAL SAFETY

Area Monterey Division Coastal Number

Evaluated By Sergeant Carr

Date 07/27/09

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

a. Is the command familiar with the Occupational Safety Program as outlined in HPM 10.6, Chapter 13? (1) Are goals developed in accordance with departmental policy? (2) Are environmental factors, exposure factors, and past experience/	
a. Is the command familiar with the Occupational Safety Program as outlined in HPM 10.6, Chapter 13? (1) Are goals developed in accordance with departmental policy? (2) Are environmental factors, exposure factors, and past experience/	s □No
in HPM 10.6, Chapter 13? (1) Are goals developed in accordance with departmental policy? (2) Are environmental factors, exposure factors, and past experience/	
(2) Are environmental factors, exposure factors, and past experience/	
(2) Are environmental factors, exposure factors, and past experience/	s []No
trends considered when setting goals?	s
(3) Are illnesses and non-serious/non-traumatic injuries excluded from occupational safety goals?	s □No
(4) Are goals appropriately categorized?	s 🗌 No
(5) Are goals realistic?	s 🗌 No
(6) Are goals consistent with departmental objectives? ⊠Ye	s 🗌 No
(7) Is input from all levels considered before goals are established?	s [No
b. Are goals being accomplished?	s 🗌 No
(1) Accurate reporting on CHP 113? ⊠Ye	s 🗌 No
(2) Are accidents increasing?	s ⊠No
(3) Are injuries increasing?	s ⊠No
(4) Why are they increasing/decreasing? The Area has seen a decrease in accidents are due to the emphasis of occupational safety during daily shift briefings, qurterly training days are occupational safety comitee meetings.	
(5) Is CHP 113 posted or readily accessible?	s [No
(6) Are employees knowledgeable about goals and achievements?	s 🗆 No
(7) Are employees providing suggestions toward goal attainment?	

AREA MANAGEMENT EVALUATION Chapter 12 OCCUPATIONAL SAFETY

2. PARTICIPATION	Evaluated	Action Required	Corrected		
a. Commander actively involved in prog	ram?		⊠Yes	□No	
(1) Commander active in injury/illnes	s case management	?	⊠Yes	□No	
(2) What is the commander's attitude	regarding occupatio	nal safety?			
The Commander continues to empha importance and significance of a healthy C program and is actively involved in both the	occupational Safety pr	rogram. The comma	oordinator the inder oversee	es the	
(3) Occupational safety issues discus	ssed at staff meetings	s and training days?	⊠Yes	□No	
(4) Are safety issues in the meeting r	ninutes?		⊠Yes	□No	
(5) Commander comments regarding	safety issues in perf	formance evaluations	s? ⊠Yes	□No	
(6) Does the commander ensure use	⊠Yes	□No			
b. Are managers/supervisors actively in	⊠Yes	□No			
(1) Are managers/supervisors involve	(1) Are managers/supervisors involved in case management?				
(2) Do they have the appropriate attit	ude?		⊠Yes	□No	
(3) Are managers monitoring supervi	⊠Yes	□No			
(4) Are supervisors monitoring emplo	⊠Yes	□No			
(5) Do managers comment on safety	issues in performance	ce evaluations?	⊠Yes	□No	
(6) Do supervisors comment on safe	ty issues in performa	nce evaluations?	⊠Yes	□No	
(7) Do managers/supervisors ensure	the use of proper sa	fety equipment?	⊠Yes	□No	
c. Are employees actively involved in th	e Occupational Safet	y Program?	⊠Yes	□No	
(1) Are employees involved in their ca	ase management?	222 CVIII-	⊠Yes	□No	
(2) Are employees knowledgeable ab	out safety goals?		⊠Yes	□No	
(3) Are they aware of the command's	achievements?		⊠Yes	□No	
(4) Are employees practicing safety v	hile performing their	duties?	⊠Yes	□No	
(5) Are employees reporting unsafe of	onditions and/or wor	k practices?	⊠Yes	□No	
(6) Do employees work cooperatively	to minimize hazards	?	⊠Yes	□No	
(7) Do employees offer suggestions t	o improve occupatior	nal safety?	⊠Yes	□No	
(8) Is employees' equipment properly	used and maintained	d?	⊠Yes	□No	
3. ACCIDENT AND INJURY TRENDS	Evaluated	Action Required	Corrected		
a. Commander's method of identifying to reports to identify any possible trends.	rends? The commar	nder reivews past and	d present inju	ury	

AREA MANAGEMENT EVALUATION Chapter 12 OCCUPATIONAL SAFETY

(1) Are accidents and injuries being n	nonitored to identify t	rends?	⊠Yes	□No
(2) Is the Occupational Safety Comm OSHA 200 Log entries, prior meeting	ittee reviewing CHP minutes?	113,	⊠Yes	□No
(3) Are personnel in the command av	vare of current and p	otential trends?	⊠Yes	□No
b. What corrective action has the comm is identified the information is relayed to all meetings.	and taken when a tro affected employees	end has been identific during briefings, trair	ed? Once a ning days and	
(1) Is commander, the managers, sup corrective actions?	pervisors, actively im	plementing	⊠Yes	□No
4. COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)	Evaluated	Action Required	Corrected	
a. What is the composition of the COSC Officer, Motorcycle Officer, Clerical Staff El Communications Operator.	C? Area Commandel mployee, Maintenand	r, Sergeant, Field Off ce Worker, Auto Tecl	icer, Special h, and	Duty
(1) Is there representation from each	collective bargaining	unit?	⊠Yes	□No
(2) Management and supervisory rep	resentation?	1111	⊠Yes	□No
(3) Command Safety Coordinator ass	signed?		⊠Yes	□No
(4) Command Safety Coordinator act	ive and effective?		⊠Yes	□No
(5) Are Committee assignments rotat	ed?		⊠Yes	□No
(6) COSC meetings held quarterly?			⊠Yes	□No
(7) Are meetings held more frequently	y when goals are not	being attained?	⊠Yes	□No
(8) Do all Committee members attended	d the meetings?		⊠Yes	□No
b. Are roles and responsibilities defined	in accordance with I	IPP?	⊠Yes	□No
(1) Do Committee members understa	and their roles and re	sponsibilities?	⊠Yes	□No
(2) Is an agenda prepared prior to the	meeting?		⊠Yes	□No
(3) Are departmental and Division Oc readily available?	cupational Safety me	eeting minutes	⊠Yes	□No
(4) Are these minutes utilized for Area	meetings?		⊠Yes	□No
(5) Are assignments given during Are	a meetings?		⊠Yes	□No
c. Minutes prepared for the COSC meet	ing?		⊠Yes	□No
(1) Recording secretary appointed?			⊠Yes	□No
(2) Minutes posted on command's Oc	cupational Safety Bo	pard?	⊠Yes	□No

AREA MANAGEMENT EVALUATION Chapter 12 OCCUPATIONAL SAFETY

(3) Are minutes included in IIPP file?			⊠Yes	□No
(4) Minutes maintained current year,	plus three?		⊠Yes	□No
(5) Minutes forwarded through chann	nels?		⊠Yes	□No
d. Is the COSC effective?			⊠Yes	□No
(1) Are COSC recommendations clea	ar, concise and pertir	nent to the command	? ⊠Yes	□No
(2) COSC proactive to eliminate pote	ntial causes of accid	ents and injuries?	⊠Yes	□No
(3) COSC disseminate information/tr	aining regarding hea	th and safety issues	? ⊠Yes	□No
e. Do all personnel receive current infor	mation regarding hea	alth and safety?	⊠Yes	□No
f. Are outside agency safety programs u	utilized as a resource	?	□Yes	⊠No
g. Does the command maintain an effect	ctive health/safety co	mmunications syster	m? ⊠Yes	□No
(1) Potential hazards reported on CH	P 113B?		⊠Yes	□No
(2) Are findings of the 113B report dis	sseminated according	g to policy?	⊠Yes	□No
(3) Do all members of the command and health information?	participate in distribu	tion of safety	⊠Yes	□No
(4) COSC minutes posted in a timely	manner?		⊠Yes	□No
(5) Required posters prominently disp	played?		⊠Yes	□No
(6) COSC maintain the Command Oc	ccupational Safety Bu	ılletin Board?	⊠Yes	□No
(7) Are responsibilities for the Occupa assigned to specific members?	ational Safety Bulletin	Board contents	⊠Yes	□No
5. DOCUMENTATION	Evaluated	Action Required	Corrected	
a. STD 261s completed annually and file	ed in employee's field	d folder?	⊠Yes	□No
b. DMV INF 254 utilized to request drive in the employee's field folder?	r's license record ch	eck and filed	⊠Yes	□No
c. OSHA 200 Log utilized?		10-11-004	⊠Yes	□No
(1) Are required injuries and illnesses	logged?	WATER CONTRACTOR OF THE CONTRA	⊠Yes	□No
(2) Entries made within six working da injury or illness?	ays of notification of a	an employee	⊠Yes	□No
(3) Is lost-time and limited-duty docum	nentation accurate?		⊠Yes	□No
(4) Retention according to policy?		7-14	⊠Yes	□No
(5) Readily accessible for review by C	al-OSHA?		⊠Yes	□No
(6) Previous calendar year Log posted	d during February?		⊠Yes	□No
d. Are CHP 113s compiled accurately?			⊠Yes	□No
(1) Commander review and sign?			⊠Yes	□No
CHP 453M (Rev 1-96)				Page 4

AREA MANAGEMENT EVALUATION Chapter 12 OCCUPATIONAL SAFETY

(2) CHP 113s and attachments proce	er?	⊠Yes	□No	
e. Does the command utilize the CHP 1	13A?		⊠Yes	□No
(1) Are semi-annual safety inspection	is conducted?		⊠Yes	□No
(2) Are safety hazards identified?			⊠Yes	□No
(3) Is corrective action taken within 3	0 days?		⊠Yes	□No
(4) CHP 113A maintained with IIPP a	and retained accordin	g to policy?	⊠Yes	□No
f. Are unsafe conditions identified and d	ocumented on CHP	113B?	⊠Yes	□No
(1) Measures taken to correct situation	on within 30 days?		⊠Yes	□No
(2) Copy of CHP 113B filed or attache	ed to IIPP?		⊠Yes	□No
g. Are the CHP 121 series forms thorou	ghly and accurately	completed?	⊠Yes	□No
(1) Supervisory comments in-depth, of	clear and concise?		⊠Yes	□No
(2) Commander signature on appropri	riate forms?	According to	⊠Yes	□No
(3) Routed within time frames?			⊠Yes	□No
h. Is CHP 208 form thoroughly and accu	urately completed?		⊠Yes	□No
(1) Supervisor comments in-depth, cl	ear and concise?		⊠Yes	□No
(2) Commander review?				□No
(3) Commander signs appropriate for	m?		⊠Yes	□No
(4) Properly routed within time limits?			⊠Yes	□No
i. Are injuries and accidents documented	d on CHP 442?		⊠Yes	□No
(1) Are CHP 442s current?		CONTROL THE TAIL C	⊠Yes	□No
(2) Safety recognition emblem summ	ary current?		⊠Yes	□No
j. Are CHP 712As kept current?			⊠Yes	□No
(1) Is specific safety training documer	nted on CHP 712?		⊠Yes	□No
(2) Copies maintained with IIPP file?	W. C.	ALOO VIII AVII AVII AVII AVII AVII AVII AV	⊠Yes	□No
6. INJURY AND ILLNESS PREVENTION PROGRAM	Evaluated	Action Required	Corrected	
a. Command specific IIPP on file?			⊠Yes	□No
(1) Is the program effective?			⊠Yes	□No
(2) Contains all required documents?			⊠Yes	□No
(3) Discussed with all employees?			⊠Yes	□No
(4) All employees understand their rol	es and responsibilitie	es?	⊠Yes	□No
(5) Each employee completed CHP 7	12A?		⊠Yes	□No

AREA MANAGEMENT EVALUATION Chapter 12 OCCUPATIONAL SAFETY

(6) New employees review and comp	olete CHP 712A?		⊠Yes	□No
(7) Are unsafe conditions identified, i	nvestigated, correcte	d and documented?	⊠Yes	□No
(8) Is required documentation mainta	nined according to po	licy?	⊠Yes	□No
7. COMMUNICATION WITH DOSH	Evaluated	Action Required	Corrected	
a. Employees aware of procedures rega	arding DOSH inspect	ions?	⊠Yes	□No
b. Command's documents available for	review by DOSH Co	mpliance Officer?	⊠Yes	□No
8. HAZARDOUS SUBSTANCE PROGRAM	Evaluated	Action Required	Corrected	: :
a. Does command have a written Hazar used within that command?	rdous Substance Pro	gram for substances	⊠Yes	□No
(1) Are hazardous substances identif	⊠Yes	□No		
(2) Warning signs posted?	⊠Yes	□No		
(3) Material Safety Data Sheets read	⊠Yes	□No		
(4) Employees receive training?	⊠Yes	□No		
(5) Training documented?			⊠Yes	□No
(6) Employees informed of their right information?	to applicable medica	l and exposure	⊠Yes	□No
9. HAZARDOUS EXPOSURE CONTROL PROGRAMS	Evaluated	Action Required	Corrected	
a. Activities identified within command t hazardous conditions?	hat may require expo	osure to	⊠Yes	□No
(1) Appropriate engineering and/or ad	dministrative controls	implemented?	⊠Yes	□No
(2) Protective equipment provided pe	⊠Yes	□No		
(3) Employees trained on use and ma	⊠Yes	□No		
(4) Training documented?		utimical sets	⊠Yes	□No
COMMENTS				
CHP 453M (Rev 1-96)				Page 6

MONTEREY AREA AREA MANAGEMENT EVALUATION CHAPTER 12

1. GOALS AND ACCOMPLISHMENTS

b.(4) Accidents and injuries have decreased due to the efforts of management to focus on and increase overall awareness of occupational safety issues by all employees.

2. PARTICIPATION

a.(2) The Monterey Area Commander is actively involved in the Area's Occupational Safety Program. He routinely attends Occupational Safety. Meetings and addresses any potential Occupational Safety issues during quarterly training days and staff meetings.

3. ACCIDENT AND INJURY TRENDS

a. The Monterey Area Commander keeps apprised of all injuries and accidents by actively communicating with the Area's supervisors. Comparison of the Area's Occupational Safety Goal Progress Report against the Occupational Safety Goals is also a method used by the commander to identify trends. The Area's injuries and accidents are also discussed at all Occupational Safety Meetings and staff meetings which the commander actively participates in.

4. COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)

a. The Monterey Area Occupational Safety Committee is comprised of Captain W. Perlstein, Sergeant N. Salmeron, Officer J. Campos, Officer J. Ivey, Officer T. Ainsworth, Communications Manager, Nicole Stewart, Office Tech Y. Pimentel and Auto Technician Anita Lopez. The committee encompasses all employees directly involved with occupational safety issues.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
King City	Coastal Division	135-09-001
EVALUATED BY		DATE
Sgt. Wheeler		02/26/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

PE OF EVALUATION ☐ Formal Evaluation ☐ Informal Evaluation		SUSPENSE DATE 03/01/2009			
DLLOW-UP REQUIRED Yes V No	Correction Report	COMMANDER'S REVIEW	m	03.02·	
GOALS AND ACCOMPLIS	SHMENTS	EVALUATED	ACTION REQUIRED 3 N	CORRECTE	0
a. Is the command familia Safety Manual, Chapter	r with the Occupational Safety Progr 13?	ram as outlined in HPM 10	.6, Occupational	✓ Yes	□No
(1) Are goals develope	d in accordance with departmental	policy?		✓ Yes	□No
(2) Are environmental	factors, exposure factors, and past	experience/trends consider	red when setting goals?	✓ Yes	□No
(3) Are illness and non	-serious/non-traumatic injuries exclu	uded from occupational sat	ety goals?	✓ Yes	□No
(4) Are goals appropria	ately categorized?			✓ Yes	□No
(5) Are goals realistic?				✓ Yes	□No
(6) Are goals consister	it with departmental objectives?		- III - 10-11 2 1	✓ Yes	□No
(7) Is input from all leve	els considered before goals are esta	ablished?		✓ Yes	□No
b. Are goals being accomp	olished?			✓ Yes	□No
(1) Accurate reporting	on CHP 113, Accident and Injury Re	eport?		✓ Yes	□No
(2) Are accidents incre	asing?			☐ Yes	☑ No
(3) Are injuries increasi	ng?			☐ Yes	✓ No
(4) Why are they increa	asing/decreasing? N/A				
	2				
(5) Is CHP 113, Accide	nt and Injury Report, posted or read	ily accessible?		✓ Yes	□No
(6) Are employees know	wledgeable about goals and achieve	ements?		✓ Yes	□No
(7) Are employees prov	iding suggestions toward goal attai	nment?		✓ Yes	□No
PARTICIPATION		EVALUATED	ACTION REQUIRED	CORRECTE)
a. Commander actively inve	Commander actively involved in program?				□No
(1) Commander active i	n injury/illness case management?			✓ Yes	□No
(2) What is the commar	der's attitude regarding occupation	al safety? #1 Priority			

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

b.	VVh	at corrective action has the command taken when a trend ha	s peen identified?	/A		
		Are personnel in the command aware of current and potenti		//	✓ Yes	□No
	(2)	Log of Occupational Injuries and Illnesses, entries, prior meeting minutes?				□No
	(1)				✓ Yes	□ No
a.	Co	mmander's method of identifying trends? Review of monthly	 / evaluations, all STD			-175 4114 -0 -
3. AC	CID	DENT AND INJURY TRENDS	EVALUATED	ACTION REQUIRED S.J	CORRECTE	D
	(8)			29	✓ Yes	□No
	(7)	Do employees offer suggestions to improve occupational sa	✓ Yes	□No		
	(6)	Do employees work cooperatively to minimize hazards?	✓ Yes	□ No		
	(5)	Are employees reporting unsafe conditions and/or work pra-	√ Yes	☐ No		
	(4)	Are employees practicing safety while performing their dutie	✓ Yes	□ No		
	(3)	3) Are they aware of the command's achievements?				□No
	(2)				✓ Yes	□ No
_		Are employees involved in their case management?		distriction of the second	✓ Yes	□ No
C.		e employees actively involved in the Occupational Safety Prog			✓ Yes	 ☐ No
	(7)				✓ Yes	No
	(5) (6)				✓ Yes	□ No
			✓ Yes	□ No		
	(3) (4)				✓ Yes	□ No
	(2)			✓ Yes	□ No	
	(1)			National State of the State of	V Tes ✓ Yes	□No
D.		e managers/supervisors actively involved in the program?			✓ Yes	□ No
	(6)		ipment?		✓ Yes	□ No
	(5)				✓ Yes	□ No
	(4)				✓ Yes ✓ Yes ✓ Yes	□ No
	(3)		training days?		✓ Yes	No
						☐ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION **OCCUPATIONAL SAFETY**

	(1)) Are commanders, managers, and s	supervisors actively imp	olementing corrective		✓ Yes	□No
4.	COMI	MAND OCCUPATIONAL SAFETY C	OMMITTEE (COSC)	EVALUATED	ACTION REQUIRED 5,0	CORRECTED	
	a. W	hat is the composition of the COSC?	All office personnel.				
	(1)) Is there representation from each c	ollective bargaining un	it?		✓ Yes	□No
	(2)) Management and supervisory repre	esentation?			✓ Yes	□No
	(3)	Command Safety Coordinator assig	gned?			✓ Yes	□No
	(4)	Command Safety Coordinator activ	e and effective?			✓ Yes	□No
	(5)	Are committee assignments rotated	1?			✓ Yes	□No
	(6)	COSC meetings held quarterly?		000000000000000000000000000000000000000		✓ Yes	□No
	(7)	Are meetings held more frequently	when goals are not be	ing attained?		✓ Yes	□No
	(8)	Do all committee members attend t	he meetings?			✓ Yes	□No
ŀ	o. Are	e roles and responsibilities defined in	accordance with IIPP?)		✓ Yes	□No
	(1)	Do committee members understand	their roles and respon	nsibilities?		✓ Yes	□No
	(2)	Is an agenda prepared prior to the r	meeting?			✓ Yes	□No
	(3)	Are departmental and Division Occ	upational Safety meeti	ngs minutes readily av	ailable?	Yes	□No
	(4)	Are these minutes utilized for Area	meetings?			✓ Yes	□No
	(5)	Are assignments given during Area	meetings?			✓ Yes	□No
C	. Mir	nutes prepared for the COSC meeting	1?			✓ Yes	□No
	(1)	Recording secretary appointed?				✓ Yes	□No
====	(2)	Minutes posted on command's Occ	upational Safety Board	1?		Yes	□No
	(3)	Are minutes included in IIPP file?				✓ Yes	□No
	(4)	Minutes maintained current year, pl	us three?			✓ Yes	□No
	(5)	Minutes forwarded through channel	s?	W - 1		✓ Yes	□No
ď	l. Is t	he COSC effective?				✓ Yes	□No
	(1)	Are COSC recommendations clear,	concise and pertinent	to the command?	-11	✓ Yes	□No
	(2)	COSC proactive to eliminate potenti	ial causes of accidents	and injuries?	1100	✓ Yes	□No
	(3)	COSC disseminate current informat	ion and training regard	ling health and safety	issues?	✓ Yes	□No
е	. Do	all personnel receive current informa	tion regarding health a	nd safety?		✓ Yes	□No
f.	Are	outside agency safety programs utiliz	zed as a resource?			☐Yes	☑ No
g	. Doe	es the command maintain an effective	e health and safety cor	mmunications system	?	✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CH	7P 453W (Rev. 5-06) OPI 009			
	(1) Potential hazards reported on CHP 113B, Hazard Report/Inspection	on?	✓ Yes	□No
	(2) Are findings of the 113B, Hazard Report/Inspection, report dissemi	√ Yes	□No	
	(3) Do all members of the command participate in distribution of safety	✓ Yes	□ No	
	(4) COSC minutes posted in a timely manner?	✓ Yes	□No	
	(5) Required posters prominently displayed?		Yes	□No
	(6) COSC maintain the Command Occupational Safety Bulletin Board	?	✓ Yes	□No
	(7) Are responsibilities for the Occupational Safety Bulletin Board cont	tents assigned to specific members?		□No
5.	DOCUMENTATION	ACTION REQUIRED 51	CORRECTED)
6	a. STD 261s, Authorization to Use Privately Owned Vehicles on State Bus filed in the employee's field folder?	siness, completed annually and	✓ Yes	□No
ŀ	 DMV INF 254, Government Agency Request for Driver License/Identific to request driver's license record check and filed in the employee's field 		✓ Yes	□ No
(c. OSHA 300, Log of Occupational Injury and Illnesses, utilized?		✓ Yes	□No
	(1) Are required injuries and illnesses logged?		Yes	□No
	(2) Entries made within six working days of notification of an employee	e injury or illness?	✓ Yes	□No
	(3) Is lost-time and limited-duty documentation accurate?		✓ Yes	□No
	(4) Retention according to policy?		✓ Yes	□No
	(5) Readily accessible for review by Cal-OSHA?	25 C P	✓ Yes	□No
	(6) Previous calendar year log posted during February?		✓ Yes	□No
C	d. Are CHP 113s, Accident and Injury Report, compiled accurately?		✓ Yes	□No
	(1) Commander review and sign?		Yes	□No
	(2) CHP 113s and attachments processed in a timely manner?		✓ Yes	□No
е	e. Does the command utilize the CHP 113A, Safety Inspection Checklist?		✓ Yes	□No
	(1) Are semiannual safety inspections conducted?		✓ Yes	□No
	(2) Are safety hazards identified?		✓ Yes	□No
	(3) Is corrective action taken within 30 days?		✓ Yes	□No
	(4) CHP 113A, Safety Inspection Checklist, maintained with IIPP and r	retained according to policy?	✓ Yes	□No
f.	f. Are unsafe conditions identified and documented on CHP 113B, Hazard	Report/Inspection?	✓ Yes	□No
	(1) Measures taken to correct situation within 30 days?		✓ Yes	□No
38000	(2) Copy of CHP 113B, Hazard Report/Inspection, filed or attached to	IIPP?	✓ Yes	□No
g	g. Are the CHP 121 series thoroughly and accurately completed?		✓ Yes	□No
	(1) Supervisory comments in-depth, clear, and concise?		✓ Yes	□No
	(2) Commander signature on appropriate forms?		✓ Yes	□No
-		***************************************		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

CHI	P 453M (Rev. 5-06) OPI 009					
	(3) Routed within time frames?			✓ Yes	□No	
	h. Is CHP 208, Accident Prevention Report, thoroughly and a	accurately completed?		√ Yes	□No	
-	(1) Supervisor comments in-depth, clear, and concise?			√ Yes	□No	
	(2) Commander review?			✓ Yes	□No	
	(3) Commander signs appropriate form?			✓ Yes	□No	
	(4) Properly routed within time limits?			√ Yes	□No	
i	i. Are injuries and accidents documented on CHP 442, Individ	idual Accident, Injury and Sa	afety Recognition Record?	✓ Yes	□No	
	(1) Are CHP 442s, Individual Accident, Injury and Safety	Recognition Record, currer	t?	✓ Yes	□No	
	(2) Safety recognition emblem summary current?			✓ Yes	□No	
j	j. Are CHP 712As, Injury and Illness Prevention Program Ori	ientation and Review, kept o	current?	✓ Yes	□No	
	(1) Is specific safety training documented on CHP 712, E	mployee Emergency Action	Plan Review?	☐ Yes	☑ No	
	(2) Copies maintained with IIPP file?			☐ Yes	✓ No	
6. I	INJURY AND ILLNESS PREVENTION PROGRAM	EVALUATED	ACTION REQUIREDS 1	CORRECTED		
a	a. Command specific IIPP on file?			✓ Yes	□No	
	(1) Is the program effective?			✓ Yes	□No	
	(2) Contains all required documents?			✓ Yes	□No	
	(3) Discussed with all employees?			✓ Yes	□No	
	(4) All employees understand their roles and responsibilit	(4) All employees understand their roles and responsibilities?				
	(5) Each employee completed CHP 712A, Injury and Illne	ess Prevention Program Ori	entation and Review?	✓ Yes	□No	
	(6) New employees review and complete CHP 712A, Inju and Review?					
	(7) Are unsafe hazards or conditions identified, investigat	ted, corrected, and docume	nted?	✓ Yes	□No	
	(8) Is required documentation maintained according to po	olicy?		✓ Yes	□No	
7. 0	COMMUNICATION WITH DOSH	EVALUATED	NO NO	CORRECTE) 	
а	a. Employees aware of procedures regarding DOSH inspecti	ions?		✓ Yes	□ No	
b	o. Command's documents readily available for review by DO			✓ Yes	□ No	
8. F	HAZARDOUS SUBSTANCE PROGRAM	EVALUATED	ACTION REQUIRED SA	CORRECTED		
а	a. Does command have a written Hazardous Substance Prog	gram for substances used v	vithin that command?	✓ Yes	□No	
	(1) Are hazardous substances identified and properly labe	eled?		✓ Yes	□No	
	(2) Warning signs posted?			✓ Yes	□No	
	(3) Material Safety Data Sheets readily available?			✓ Yes	□No	
	(4) Employees receive training?			✓ Yes	□No	

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION **OCCUPATIONAL SAFETY**

CHI	4531	((Rev. 5-06) OPI 009	*******			
	(5)	Training documented?	**************************************		✓ Yes	□No
	(6) Employees informed of their right to applicable medical and exposure information?				✓ Yes	□No
9.	HAZA	RDOUS EXPOSURE CONTROL PROGRAMS	EVALUATED	ACTION REQUIRED SN	COPRECTED)
	a. Ac	tivities identified within command that may require expo	sure to hazardous condi	tions?	✓ Yes	□No
	(1)	Appropriate engineering and/or administrative control	s implemented?		✓ Yes	□ No
	(2)	Protective equipment provided in accordance with bar	rgaining unit agreements	?	Yes	□No
	(3) Employees trained on use and maintenance of equipment?					□No
	(4)	Training documented?			✓ Yes	□ No

Business Response Plan provided annually to all employees.

Memorandum

Date:

November 26, 2008

To:

Coastal Division

Attention: Chief Abney

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

King City Area

File No.:

735.12109.12109

Subject:

AREA RESPONSE/FOLLOW-UP TO CHAPTER 17 INSPECTION

This memorandum is being submitted to address the action items identified from the Formal Chapter 17 Inspection conducted by Coastal Division on October 8, 2008.

Chapter 17 – Officer Safety

<u>Issue 1:</u> Area was deficient with required pistol, shotgun, and rifle qualifying shoots as outlined in HPM 70.8, Chapter 3-1.

<u>Area Action:</u> Reason for missed shoots is documented by the Area. Regardless, Area will ensure officers and sergeants have completed the required number of shoots before the end of the year. Both Area weapon officers will be employed to accomplish this task.

<u>Issue 2:</u> OST/PMA certification for two uniformed employees had expired requiring immediate action per HPM 70.6, 17-1.

<u>Area Action:</u> The two identified uniformed employees were Sergeant Neumann and Officer Nibecker. Officer Nibecker was recertified in PMA/OST on November 19, 2008. Sergeant Neumann was recertified on November 26, 2008.

M. MANN, Lieutenant

Commander King City Area STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
King City	Coastal Division	135-09-00/
EVALUATED BY		DATE
Sgt. Wheeler		02/26/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

Formal Evaluation Informal Evaluation		03/01/2009			
DLLOW-UP REQUIRED Yes V No	☐ Correction Report	COMMANDER'S REVIEW	m	03 · 6	2.09
GOALS AND ACCOMPLIS		EVALUATED	ACTION REQUIRED SN	CORRECTED)
a. Is the command familiar Safety Manual, Chapter	with the Occupational Safety Progr 13?	am as outlined in HPM 1	0.6, Occupational	✓ Yes	□No
(1) Are goals developed	d in accordance with departmental p	policy?		✓ Yes	□No
(2) Are environmental f	actors, exposure factors, and past e	experience/trends consid	ered when setting goals?	Yes	□No
(3) Are illness and non-	-serious/non-traumatic injuries exclu	ided from occupational s	afety goals?	✓ Yes	□No
(4) Are goals appropria	tely categorized?		110	✓ Yes	□No
(5) Are goals realistic?				✓ Yes	□No
(6) Are goals consisten	t with departmental objectives?			✓ Yes	□No
(7) Is input from all leve	els considered before goals are esta	blished?		√ Yes	□No
b. Are goals being accomp	lished?			✓ Yes	□No
(1) Accurate reporting of	on CHP 113, Accident and Injury Re	port?		√ Yes	□No
(2) Are accidents increa	asing?			☐ Yes	✓ No
(3) Are injuries increasi	ng?			☐ Yes	✓ No
(4) Why are they increa	sing/decreasing? N/A				
	117				
(5) Is CHP 113, Accider	nt and Injury Report, posted or read	ily accessible?		✓ Yes	□No
(6) Are employees know	vledgeable about goals and achieve	ements?		✓ Yes	□No
(7) Are employees prov	iding suggestions toward goal attair	nment?		✓ Yes	□No
PARTICIPATION		EVALUATED	ACTION REQUIRED	CORRECTED)
a. Commander actively invo	olved in program?			√ Yes	□No
(1) Commander active i	n injury/illness case management?			✓ Yes	□No
(2) What is the comman	der's attitude regarding occupation	al safety? #1 Prior	ity		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP	453M	/Rev	5-061	OPLANS	1

	40014	1 (Rev. 5-06) OPI 009		The state of the s		
	(3)	Occupational safety issues discussed at staff meetings and	training days?		√ Yes	□No
	(4)	Are safety issues in the meeting minutes?			√ Yes	□No
	(5)	Commander comments regarding safety issues in performan	nce evaluations?		✓ Yes	□No
	(6)	Does the commander ensure use of appropriate safety equi	pment?		✓ Yes	□No
b.	Are	e managers/supervisors actively involved in the program?			✓ Yes	□No
	(1)	Are managers/supervisors involved in case management?			✓ Yes	□No
	(2)	Do they have the appropriate attitude?			✓ Yes	□No
	(3)	Are managers monitoring supervisors' progress and efforts t	to attain goals?		✓ Yes	□No
	(4)	Are supervisors monitoring employees' efforts?			✓ Yes	□No
	(5)	Do managers comment on safety issues in performance eva	aluations?		✓ Yes	□No
	(6)	Do supervisors comment on safety issues in performance ex	valuations?		✓ Yes	□No
	(7)	Do managers/supervisors ensure the use of proper safety en	quipment?		✓ Yes	□No
C.	Are	employees actively involved in the Occupational Safety Prog	ram?		✓ Yes	□No
	(1)	Are employees involved in their case management?			✓ Yes	□No
-	(2)	Are employees knowledgeable about safety goals?			✓ Yes	□No
	(3)	Are they aware of the command's achievements?			✓ Yes	□No
	(4)	Are employees practicing safety while performing their dutie	s?		✓ Yes	□No
	(5)	Are employees reporting unsafe conditions and/or work practical	etices?		✓ Yes	□ No
	(6)	Do employees work cooperatively to minimize hazards?			✓ Yes	□ No
	(7)	Do employees offer suggestions to improve occupational sa	fety?		✓ Yes	□No
	(8)	Is employee equipment properly used and maintained?		· · · · · · · · · · · · · · · · · · ·	✓ Yes	□No
. A	CID	ENT AND INJURY TRENDS	EVALUATED	N 8	CORRECTE)
a.	Cor	mmander's method of identifying trends? Review of monthly	evaluations, all STD 27	0's and CHP 208's.		
	×			2 (1) (1) (2) (1) (1) (1) (1) (1) (1) (1) (1) (1) (1		
	(1)	Are accidents and injuries being monitored to identify trends	?		✓ Yes	□No
	(2)	Is the Occupational Safety Committee reviewing CHP 113, A Log of Occupational Injuries and Illnesses, entries, prior mee		п, OSHA 300,	√ Yes	□No
-	(3)	Are personnel in the command aware of current and potential	al trends?	110	✓ Yes	□No
		at corrective action has the command taken when a trend has	been identified? N/A			

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

	(1) Are commanders, managers, and supervisors actively imp	lementing corrective		✓ Yes	□No
ļ. (COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)	EVALUATED	ACTION REQUIRED 3,0	CORRECTED	
i	a. What is the composition of the COSC? All office personnel.				
	(1) Is there representation from each collective bargaining uni	it?		√ Yes	□ No
	(2) Management and supervisory representation?			✓ Yes	□ No
	(3) Command Safety Coordinator assigned?			√ Yes	☐ No
	(4) Command Safety Coordinator active and effective?			√ Yes	□ No
	(5) Are committee assignments rotated?			√ Yes	□No
	(6) COSC meetings held quarterly?			✓ Yes	□No
	(7) Are meetings held more frequently when goals are not being	ng attained?		✓ Yes	□ No
	(8) Do all committee members attend the meetings?			✓ Yes	□No
b	o. Are roles and responsibilities defined in accordance with IIPP?		10000000000000000000000000000000000000	✓ Yes	□No
	(1) Do committee members understand their roles and respon	nsibilities?		✓ Yes	□No
	(2) Is an agenda prepared prior to the meeting?			✓ Yes	□No
	(3) Are departmental and Division Occupational Safety meetin	ngs minutes readily a	vailable?	✓ Yes	□ No
	(4) Are these minutes utilized for Area meetings?			✓ Yes	□No
	(5) Are assignments given during Area meetings?			✓ Yes	□ No
С	. Minutes prepared for the COSC meeting?			✓ Yes	□ No
_	(1) Recording secretary appointed?			✓ Yes	□No
	(2) Minutes posted on command's Occupational Safety Board'	?		✓ Yes	□No
	(3) Are minutes included in IIPP file?		(11)	✓ Yes	□No
	(4) Minutes maintained current year, plus three?			✓ Yes	□No
	(5) Minutes forwarded through channels?	1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -		✓ Yes	□No
d	Is the COSC effective?			✓ Yes	□No
	(1) Are COSC recommendations clear, concise and pertinent	to the command?	d 11112	✓ Yes	□No
-	(2) COSC proactive to eliminate potential causes of accidents	and injuries?		✓ Yes	□No
	(3) COSC disseminate current information and training regard	ing health and safety	issues?	✓ Yes	□No
e.	Do all personnel receive current information regarding health a	nd safety?		√ Yes	☐ No
f.				☐ Yes	☑ No
g.		nmunications system	?	✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP	453M (Rev. 5-06) OPI 009				
	(1) Potential hazards reported on CHP 113B, Hazard Report/Inspection?	✓ Yes	□No		
	(2) Are findings of the 113B, Hazard Report/Inspection, report disseminated according to policy?				
	(3) Do all members of the command participate in distribution of safety and health information?	✓ Yes	□No		
	(4) COSC minutes posted in a timely manner?	✓ Yes	□No		
	(5) Required posters prominently displayed?	√ Yes	□No		
	(6) COSC maintain the Command Occupational Safety Bulletin Board?	✓ Yes	□No		
	(7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific members?	✓ Yes	□No		
5. D	OCUMENTATION EVALUATED ACTION REQUIRED 3	CORRECTED			
а.	STD 261s, Authorization to Use Privately Owned Vehicles on State Business, completed annually and filed in the employee's field folder?	✓ Yes	□No		
b	DMV INF 254, Government Agency Request for Driver License/Identification Record Information, utilized to request driver's license record check and filed in the employee's field folder?	✓ Yes	□No		
C.	OSHA 300, Log of Occupational Injury and Illnesses, utilized?	✓ Yes	□No		
	(1) Are required injuries and illnesses logged?	✓ Yes	□No		
	(2) Entries made within six working days of notification of an employee injury or illness?	✓ Yes	□No		
	(3) Is lost-time and limited-duty documentation accurate?	✓ Yes	□No		
	(4) Retention according to policy?	✓ Yes	□No		
	(5) Readily accessible for review by Cal-OSHA?	✓ Yes	□No		
	(6) Previous calendar year log posted during February?	✓ Yes	□No		
d.	Are CHP 113s, Accident and Injury Report, compiled accurately?	✓ Yes	□No		
	(1) Commander review and sign?	✓ Yes	□No		
	(2) CHP 113s and attachments processed in a timely manner?		□No		
е.	Does the command utilize the CHP 113A, Safety Inspection Checklist?	✓ Yes	□No		
	(1) Are semiannual safety inspections conducted?	✓ Yes	□No		
-	(2) Are safety hazards identified?	✓ Yes	□No		
	(3) Is corrective action taken within 30 days?	√ Yes	□No		
	(4) CHP 113A, Safety Inspection Checklist, maintained with IIPP and retained according to policy?	✓ Yes	□ No		
f.	Are unsafe conditions identified and documented on CHP 113B, Hazard Report/Inspection?	✓ Yes	□No		
	(1) Measures taken to correct situation within 30 days?	✓ Yes	□No		
	(2) Copy of CHP 113B, Hazard Report/Inspection, filed or attached to IIPP?	✓ Yes	□No		
g.	Are the CHP 121 series thoroughly and accurately completed?	✓ Yes	□No		
-	(1) Supervisory comments in-depth, clear, and concise?	√ Yes	□No		
	(2) Commander signature on appropriate forms?	✓ Yes	□No		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

Olli	4001	VI (1764: 5-00) OI 1 005				
	(3)) Routed within time frames?			✓ Yes	□No
	h. Is CHP 208, Accident Prevention Report, thoroughly and accurately completed?					
	(1)	Supervisor comments in-depth, clear, and concise?			Yes	□No
	(2)	Commander review?			✓ Yes	□No
	(3)	Commander signs appropriate form?			✓ Yes	□No
	(4)	Properly routed within time limits?			✓ Yes	□No
i	. Are	e injuries and accidents documented on CHP 442, Individ	lual Accident, Injury and S	Safety Recognition Record?	√ Yes	□No
	(1)	Are CHP 442s, Individual Accident, Injury and Safety R	Recognition Record, curre	nt?	✓ Yes	□No
	(2)	Safety recognition emblem summary current?			✓ Yes	□No
j	. Are	CHP 712As, Injury and Illness Prevention Program Orie	entation and Review, kept	current?	✓ Yes	□No
	(1)	Is specific safety training documented on CHP 712, Em	nployee Emergency Actio	n Plan Review?	Yes	☑ No
	(2)	Copies maintained with IIPP file?		A	☐ Yes	☑ No
6. 1	NJUR	RY AND ILLNESS PREVENTION PROGRAM	EVALUATED	ACTION REQUIREDS 1	CORRECTED	
	ı. Co	ommand specific IIPP on file?			✓ Yes	□No
	(1)	Is the program effective?	110 110 21 110 110 110 110		✓ Yes	□No
	(2) Contains all required documents?				✓ Yes	□No
	(3) Discussed with all employees?					□No
	(4) All employees understand their roles and responsibilities?					□No
	(5)	(5) Each employee completed CHP 712A, Injury and Illness Prevention Program Orientation and Review?				
	(6) New employees review and complete CHP 712A, Injury and Illness Prevention Program Orientation and Review?					□No
	(7)	Are unsafe hazards or conditions identified, investigate	ed, corrected, and docume	ented?	✓ Yes	□No
	(8)	Is required documentation maintained according to poli	icy?		✓ Yes	□No
7. (OMM	NUNICATION WITH DOSH	EVALUATED	ACTION REQUIRED S N	CORRECTED	
а	. Em	nployees aware of procedures regarding DOSH inspectio	ons?		✓ Yes	□No
b	. Cor	mmand's documents readily available for review by DOS			✓ Yes	□No
8. F	IAZAF	RDOUS SUBSTANCE PROGRAM	EVALUATED	ACTION REQUIRED SN	CORRECTED	
а	. Doe	es command have a written Hazardous Substance Progr	ram for substances used	within that command?	✓ Yes	□No
*	(1)	Are hazardous substances identified and properly label	led?		✓ Yes	□No
	(2)	Warning signs posted?			✓ Yes	□No
	(3)	Material Safety Data Sheets readily available?			✓ Yes	□No
	(4) Employees receive training?					□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CH	≥ 453M	(Rev. 5-06) OPI 009				
	(5)	Training documented?	121		✓ Yes	□No
	(6)	Employees informed of their right to applicable medica	al and exposure informat	tion?	✓ Yes	□No
9. I	HAZAI	RDOUS EXPOSURE CONTROL PROGRAMS	EVALUATED	ACTION REQUIRED SA	CORRECTED)
8	a. Activities identified within command that may require exposure to hazardous conditions?					□No
	(1)	Appropriate engineering and/or administrative controls	s implemented?	1100	✓ Yes	□No
	(2)	Protective equipment provided in accordance with bar	gaining unit agreements	?	✓ Yes	□No
	(3) Employees trained on use and maintenance of equipment?					□No
	(4)	Training documented?			✓ Yes	□No

Business Response Plan provided annually to all employees.

Memorandum

Date:

November 26, 2008

To:

Coastal Division

Attention: Chief Abney

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

King City Area

File No.:

735.12109.12109

Subject:

AREA RESPONSE/FOLLOW-UP TO CHAPTER 17 INSPECTION

This memorandum is being submitted to address the action items identified from the Formal Chapter 17 Inspection conducted by Coastal Division on October 8, 2008.

Chapter 17 – Officer Safety

<u>Issue 1:</u> Area was deficient with required pistol, shotgun, and rifle qualifying shoots as outlined in HPM 70.8, Chapter 3-1.

<u>Area Action:</u> Reason for missed shoots is documented by the Area. Regardless, Area will ensure officers and sergeants have completed the required number of shoots before the end of the year. Both Area weapon officers will be employed to accomplish this task.

<u>Issue 2:</u> OST/PMA certification for two uniformed employees had expired requiring immediate action per HPM 70.6, 17-1.

Area Action: The two identified uniformed employees were Sergeant Neumann and Officer Nibecker. Officer Nibecker was recertified in PMA/OST on November 19, 2008. Sergeant Neumann was recertified on November 26, 2008.

M. MANN, Lieutenant

Commander King City Area

Department of California Highway Patrol AREA MANAGEMENT EVALUATION Chapter 12 OCCUPATIONAL SAFETY Area Templeton Division Coastal Evaluated By Sgt. D. Hart Date 3-5-09

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation ☐Formal		Suspense Date			
Follow-up Required ☐Yes ⊠No	Correction Report	Comman Date 3	der's Review	_	<u> </u>
1. GOALS AND ACCOME	GOALS AND ACCOMPLISHMENTS Evaluated Action Required		Corrected		
 a. Is the command familiar with the Occupational Safety Program as outlined in HPM 10.6, Chapter 13? 			⊠Yes	□No	
(1) Are goals developed in accordance with departmental policy?			⊠Yes	□No	
(2) Are environmental factors, exposure factors, and past experience/ trends considered when setting goals?				⊠Yes	□No
(3) Are illnesses and non-serious/non-traumatic injuries excluded from occupational safety goals?				⊠Yes	□No
(4) Are goals appropriately categorized?				⊠Yes	□No
(5) Are goals realistic?				⊠Yes	□No
(6) Are goals consistent with departmental objectives?				⊠Yes	□No
(7) Is input from all levels considered before goals are established?				⊠Yes	□No
b. Are goals being accomplished?			⊠Yes	□No	
(1) Accurate reporting on CHP 113?			⊠Yes	□No	
(2) Are accidents increasing?			∐Yes	⊠No	
(3) Are injuries increasing?			□Yes	⊠No	
(4) Why are they increasing/decreasing?					
Accountability, oversight, and occupational safety discussions (training days & briefings).					
(5) Is CHP 113 posted or readily accessible? (Accessible in CHP 113 files).			⊠Yes	□No	
(6) Are employees knowledgeable about goals and achievements?			⊠Yes	□No	
(7) Are employees providing suggestions toward goal attainment?			⊠Yes	□No	

CHP 453M (Rev 1-96)

Page 1

AREA MANAGEMENT EVALUATION Chapter 12 OCCUPATIONAL SAFETY

2. PARTICIPATION	Evaluated	Action Required	Corrected				
a. Commander actively involved in prog	⊠Yes	□No					
(1) Commander active in injury/illnes	⊠Yes	□No					
(2) What is the commander's attitude regarding occupational safety?							
The lieutenant is proactively involved in case management and oversight.							
(3) Occupational safety issues discus	⊠Yes	□No					
(4) Are safety issues in the meeting it	⊠Yes	□No					
(5) Commander comments regarding	s? ⊠Yes	□No					
(6) Does the commander ensure use	⊠Yes	□No					
b. Are managers/supervisors actively in	⊠Yes	□No					
(1) Are managers/supervisors involved	⊠Yes	□No					
(2) Do they have the appropriate attit	⊠Yes	□No					
(3) Are managers monitoring supervi	⊠Yes	□No					
(4) Are supervisors monitoring emplo	⊠Yes	□No					
(5) Do managers comment on safety	⊠Yes	□No					
(6) Do supervisors comment on safe	⊠Yes	□No					
(7) Do managers/supervisors ensure	⊠Yes	□No					
c. Are employees actively involved in th	⊠Yes	□No					
(1) Are employees involved in their ca	⊠Yes	□No					
(2) Are employees knowledgeable at	⊠Yes	□No					
(3) Are they aware of the command's	⊠Yes	□No					
(4) Are employees practicing safety v	⊠Yes	□No					
(5) Are employees reporting unsafe of	⊠Yes	□No					
(6) Do employees work cooperatively	⊠Yes	□No					
(7) Do employees offer suggestions t	⊠Yes	□No					
(8) Is employees' equipment properly	⊠Yes	□No					
3. ACCIDENT AND INJURY TRENDS	Evaluated	Action Required	Corrected				
a. Commander's method of identifying trends? Review of reports of injury/accident, training day discussions, and monitoring quarterly goal attainment.							

(1) Are accidents and injuries being r	monitored to identify t	trends?	⊠Yes	□No
(2) Is the Occupational Safety CommOSHA 200 Log entries, prior meeting		113,	⊠Yes	□No
(3) Are personnel in the command as	ware of current and p	otential trends?	⊠Yes	□No
b. What corrective action has the comm	nand taken when a tr	end has been identifi	ed?	
When trends are identified the issue	is discussed during	training days and brie	efings. In add	dition,
the COSC discusses possible soluti	ions to any identified	problems.		
(1) Is commander, the managers, su corrective actions?	pervisors, actively im	plementing	⊠Yes	□No
4. COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)	Evaluated 🖂	Action Required	Corrected	
a. What is the composition of the COSC supervisor, officer (all bargaining units are		, OSSI, Automotive to	echnician, fie	eld
(1) Is there representation from each	collective bargaining	unit?	⊠Yes	□No
(2) Management and supervisory rep	resentation?		⊠Yes	□No
(3) Command Safety Coordinator ass	signed?		⊠Yes	□No
(4) Command Safety Coordinator act	ive and effective?		⊠Yes	□No
(5) Are Committee assignments rotat	ed?		⊠Yes	□No
(6) COSC meetings held quarterly?			⊠Yes	□No
(7) Are meetings held more frequently	y when goals are not	being attained?	⊠Yes	□No
(8) Do all Committee members attended	d the meetings?		⊠Yes	□No
b. Are roles and responsibilities defined	in accordance with li	PP?	⊠Yes	□No
(1) Do Committee members understa	and their roles and re	sponsibilities?	⊠Yes	□No
(2) Is an agenda prepared prior to the	meeting?		⊠Yes	□No
(3) Are departmental and Division Oc readily available?	cupational Safety me	eting minutes	⊠Yes	□No
(4) Are these minutes utilized for Area	meetings?		⊠Yes	□No
(5) Are assignments given during Are	a meetings? When n	ecessary.	⊠Yes	□No
c. Minutes prepared for the COSC meet	ing?		⊠Yes	□No
(1) Recording secretary appointed?			⊠Yes	□No
(2) Minutes posted on command's Oc	cupational Safety Bo	ard?	⊠Yes	□No

(3) Are minutes included in IIPP file?			⊠Yes	□No
(4) Minutes maintained current year,	plus three?		⊠Yes	□No
(5) Minutes forwarded through chann	nels?		⊠Yes	□No
d. Is the COSC effective?			⊠Yes	□No
(1) Are COSC recommendations cle	ar, concise and pertir	ent to the command	? ⊠Yes	□No
(2) COSC proactive to eliminate pote	ential causes of accid	ents and injuries?	⊠Yes	□No
(3) COSC disseminate information/tr	aining regarding heal	th and safety issues?	? ⊠Yes	□No
e. Do all personnel receive current info	mation regarding hea	alth and safety?	⊠Yes	□No
f. Are outside agency safety programs in	utilized as a resource	?	□Yes	⊠No
g. Does the command maintain an effe	ctive health/safety co	mmunications syster	n? ⊠Yes	□No
(1) Potential hazards reported on CH	P 113B?		⊠Yes	□No
(2) Are findings of the 113B report dis	sseminated according	g to policy?	⊠Yes	□No
(3) Do all members of the command	participate in distribu	tion of safety		
and health information?	79.4		⊠Yes	□No
(4) COSC minutes posted in a timely	manner?		⊠Yes	□No
(5) Required posters prominently disp	olayed?		⊠Yes	□No
(6) COSC maintain the Command Oc	ccupational Safety Bu	ılletin Board?	⊠Yes	□No
(7) Are responsibilities for the Occupa	ational Safety Bulletin	Board contents	⊠Yes	□No
5. DOCUMENTATION	Evaluated	Action Required	Corrected	
a. STD 261s completed annually and file	ed in employee's field	folder?	⊠Yes	□No
b. DMV INF 254 utilized to request drive in the employee's field folder? (INF only			□Yes	⊠No
c. OSHA 200 Log utilized?			⊠Yes	□No
(1) Are required injuries and illnesses	logged?		⊠Yes	□No
(2) Entries made within six working da injury or illness?	ays of notification of a	an employee	⊠Yes	□No
(3) Is lost-time and limited-duty docur	nentation accurate?		⊠Yes	□No
(4) Retention according to policy?			⊠Yes	□No
(5) Readily accessible for review by C	al-OSHA?		⊠Yes	□No
(6) Previous calendar year Log posted	d during February?		⊠Yes	□No
d. Are CHP 113s compiled accurately?	142.1		⊠Yes	□No
(1) Commander review and sign?			⊠Yes	□No

(2) CHP 113s and attachments pro	ocess	sed in timely mann	ег?	⊠Yes	□No
e. Does the command utilize the CHP 113A?					□No
(1) Are semi-annual safety inspect	tions	conducted?		⊠Yes	□No
(2) Are safety hazards identified?				⊠Yes	□No
(3) Is corrective action taken within	າ 30 ເ	days?	0.00	⊠Yes	□No
(4) CHP 113A maintained with IIPI	P and	retained accordin	g to policy?	⊠Yes	□No
f. Are unsafe conditions identified and	d doc	umented on CHP	113B?	⊠Yes	□No
(1) Measures taken to correct situa	ation	within 30 days?		⊠Yes	□No
(2) Copy of CHP 113B filed or atta	ched	to IIPP?		⊠Yes	□No
g. Are the CHP 121 series forms tho	rough	ly and accurately	completed?	⊠Yes	□No
(1) Supervisory comments in-dept	h, cle	ar and concise?		⊠Yes	□No
(2) Commander signature on appr	opria	te forms?		⊠Yes	□No
(3) Routed within time frames?				⊠Yes	□No
h. Is CHP 208 form thoroughly and a	ccura	itely completed?		⊠Yes	□No
(1) Supervisor comments in-depth	, clea	r and concise?		⊠Yes	□No
(2) Commander review?				⊠Yes	□No
(3) Commander signs appropriate	form	?		⊠Yes	□No
(4) Properly routed within time limit	ts?			⊠Yes	□No
i. Are injuries and accidents documer	nted o	on CHP 442?		⊠Yes	□No
(1) Are CHP 442s current?		The state of		⊠Yes	□No
(2) Safety recognition emblem sum	nmary	/ current?		⊠Yes	□No
j. Are CHP 712As kept current?				⊠Yes	□No
(1) Is specific safety training docum	nente	ed on CHP 712?		⊠Yes	□No
(2) Copies maintained with IIPP file	9?			⊠Yes	□No
6. INJURY AND ILLNESS PREVENTION PROGRAM	1000	valuated ☑	Action Required	Corrected	
a. Command specific IIPP on file?				⊠Yes	□No
(1) Is the program effective?				⊠Yes	□No
(2) Contains all required document	s?			⊠Yes	□No
(3) Discussed with all employees?		An State (SARSIE		⊠Yes	□No
(4) All employees understand their	roles	and responsibilities	es?	⊠Yes	□No
(5) Each employee completed CHF	712	A?		⊠Yes	□No
	-				

(6) New employees review and comp	olete CHP 712A?		⊠Yes	□No
(7) Are unsafe conditions identified, i	⊠Yes	□No		
(8) Is required documentation mainta	ined according to po	licy?	⊠Yes	□No
7. COMMUNICATION WITH DOSH	Evaluated 🖂	Action Required	Corrected	
a. Employees aware of procedures rega	arding DOSH inspect	ions?	⊠Yes	□No
b. Command's documents available for	review by DOSH Co	mpliance Officer?	⊠Yes	□No
8. HAZARDOUS SUBSTANCE PROGRAM	Evaluated	Action Required	Corrected	
a. Does command have a written Hazar used within that command?	dous Substance Pro	gram for substances	⊠Yes	□No
(1) Are hazardous substances identif	⊠Yes	□No		
(2) Warning signs posted?			⊠Yes	□No
(3) Material Safety Data Sheets readi	ly available?		⊠Yes	□No
(4) Employees receive training?			⊠Yes	□No
(5) Training documented?	No. Co. Company		⊠Yes	□No
(6) Employees informed of their right information?	to applicable medica	l and exposure	⊠Yes	□No
9. HAZARDOUS EXPOSURE CONTROL PROGRAMS	Evaluated	Action Required	Corrected	
 a. Activities identified within command the hazardous conditions? 	nat may require expo	sure to	⊠Yes	□No
(1) Appropriate engineering and/or ad	Iministrative controls	implemented?	⊠Yes	□No
(2) Protective equipment provided per	r bargaining unit agre	eements?	⊠Yes	□No
(3) Employees trained on use and ma	intenance of equipm	ent?	⊠Yes	□No
(4) Training documented?			⊠Yes	□No
COMMENTS				
CHP 453M (Rev 1-96)				Page 6

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
OCCUPATIONAL SAFETY

AREA DIVISION NUMBER

San Luis Obispo Coastal 745

EVALUATED BY DATE

Captain Bill Vail 06/01/2009

CHP 453M (Rev. 5-06) OPI 009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

YPE OF EVAL		rmal Evaluation	SUSPENSE DATE 08/03/2009			
OLLOW-UP R	REQUIRED NO	☐ Correction Report	COMMANDER'S REVIEW	VIII	06/17/20	
GOALS	S AND ACCOMPLISHM	ENTS	Yes	Yes	CORRECTE	D
	ne command familiar with ety Manual, Chapter 13?	n the Occupational Safety Prog	ram as outlined in HPM	10.6, Occupational	✓ Yes	□No
(1)	Are goals developed in	accordance with departmental	policy?		✓ Yes	□ No
(2)	Are environmental factor	ers, exposure factors, and past	experience/trends consi	dered when setting goals?	✓ Yes	□No
(3)	Are illness and non-seri	ous/non-traumatic injuries excl	uded from occupational	safety goals?	✓ Yes	□No
(4)	Are goals appropriately	categorized?			✓ Yes	□No
(5)	Are goals realistic?				✓ Yes	□No
(6)	Are goals consistent wit	h departmental objectives?				☐ No
(7)	Is input from all levels co	onsidered before goals are esta	ablished?		✓ Yes	□No
b. Are	goals being accomplishe	ed?			✓ Yes	☐ No
(1)	Accurate reporting on C	HP 113, Accident and Injury Re	eport?		✓ Yes	□No
(2)	Are accidents increasing	j?			✓ Yes	□No
(3)	Are injuries increasing?	74			✓ Yes	☐ No
(4)	Why are they increasing	/decreasing?				
			w			
(5) I	ls CHP 113, Accident an	d Injury Report, posted or read	ily accessible?	=	☐ Yes	✓ No
(6) A	6) Are employees knowledgeable about goals and achievements?				✓ Yes	□ No
(7) A	Are employees providing	suggestions toward goal attair	nment?		✓ Yes	□No
PARTICI	IPATION		Yes	ACTION REQUIRED No	CORRECTED)
. Comr	mander actively involved	l in program?	1000		✓ Yes	□No
(1) C	Commander active in inju	ury/illness case management?			✓ Yes	☐ No
	Mhat is the semmander	attitude regarding occupations	al safety?			

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

J111	1001	W (Nev. 3-00) OF 1 009				
	(3)) Occupational safety issues discussed at staff meetings and	training days?		✓ Yes	□No
	(4)) Are safety issues in the meeting minutes?			✓ Yes	□No
	(5)) Commander comments regarding safety issues in performa	nce evaluations?		✓ Yes	□No
_	(6)) Does the commander ensure use of appropriate safety equi		✓ Yes	□No	
b	. Ar	re managers/supervisors actively involved in the program?			✓ Yes	□No
	(1)) Are managers/supervisors involved in case management?			✓ Yes	□No
	(2)) Do they have the appropriate attitude?			✓ Yes	□No
	(3)) Are managers monitoring supervisors' progress and efforts	to attain goals?		✓ Yes	□No
	(4)	Are supervisors monitoring employees' efforts?			✓ Yes	□No
	(5)	Do managers comment on safety issues in performance eva	aluations?	-	✓ Yes	□No
	(6)	Do supervisors comment on safety issues in performance e	valuations?		✓ Yes	□No
	(7)	Do managers/supervisors ensure the use of proper safety e	quipment?		✓ Yes	□No
C.	Are	e employees actively involved in the Occupational Safety Prog	ıram?		✓ Yes	□No
	(1)) Are employees involved in their case management?				□No
	(2)	Are employees knowledgeable about safety goals?	Are employees knowledgeable about safety goals?			
	(3)	Are they aware of the command's achievements?			✓ Yes	☐ No
	(4)	Are employees practicing safety while performing their dutie	re employees practicing safety while performing their duties?			
	(5)	Are employees reporting unsafe conditions and/or work practical	ctices?		✓ Yes	□No
	(6)	Do employees work cooperatively to minimize hazards?			✓ Yes	□No
	(7)	Do employees offer suggestions to improve occupational sa	fety?		✓ Yes	□ No
	(8)	Is employee equipment properly used and maintained?			✓ Yes	□No
A	CID	DENT AND INJURY TRENDS	EVALUATED Yes	ACTION REQUIRED No.	CORRECTED	ס
а.	Cor	mmander's method of identifying trends? Area has so few col		which makes tracking trend	s very easy.	
a.	Cor	mmander's method of identifying trends? Area has so few col	llisions/injuries w	/hich makes tracki	ng trend	ng trends very easy.
	(1)	Are accidents and injuries being monitored to identify trends:	?		✓ Yes	
	(2)	Is the Occupational Safety Committee reviewing CHP 113, A Log of Occupational Injuries and Illnesses, entries, prior mee		y Report, OSHA 300,	✓ Yes	□ No
	(3)	Are personnel in the command aware of current and potential	al trends?		✓ Yes	□No
b.	Wha	at corrective action has the command taken when a trend has	been identified?			

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

	(1) Are commanders, managers, and supervisors actively imp	lementing correctiv	re actions?	Yes	□No
4.	сом	MAND OCCUPATIONAL SAFETY COMMITTEE (COSC)	EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED	
a	a. V	/hat is the composition of the COSC? See attached				-104-00000
_						
						=======================================
	(1) Is there representation from each collective bargaining uni	t?	HINTERS PRINT AND THE STREET	✓ Yes	□No
	(2) Management and supervisory representation?			✓ Yes	□No
	(3) Command Safety Coordinator assigned?			✓ Yes	□No
	(4) Command Safety Coordinator active and effective?			✓ Yes	□No
	(5) Are committee assignments rotated?			✓ Yes	□No
	(6)) COSC meetings held quarterly?			✓ Yes	□No
	(7)) Are meetings held more frequently when goals are not bein	ng attained?			□No
	(8)) Do all committee members attend the meetings?			✓ Yes	□No
b	. Ar	e roles and responsibilities defined in accordance with IIPP?			✓ Yes	□ No
	(1)	Do committee members understand their roles and respon-	sibilities?		✓ Yes	□No
	(2)	Is an agenda prepared prior to the meeting?			☐ Yes	✓ No
	(3)	Are departmental and Division Occupational Safety meetin	gs minutes readily	available?	✓ Yes	□No
	(4)	Are these minutes utilized for Area meetings?			✓ Yes	□No
	(5)	Are assignments given during Area meetings?			✓ Yes	□No
C.	Mir	nutes prepared for the COSC meeting?			✓ Yes	□No
	(1)	Recording secretary appointed?			✓ Yes	□No
	(2)	Minutes posted on command's Occupational Safety Board?)		✓ Yes	□No
	(3)	Are minutes included in IIPP file?		39-1-17	✓ Yes	□No
	(4)	Minutes maintained current year, plus three?			✓ Yes	□No
	(5)	Minutes forwarded through channels?			✓ Yes	□No
d.	ls t	he COSC effective?			✓ Yes	□No
	(1)	Are COSC recommendations clear, concise and pertinent to	the command?		✓ Yes	□No
	(2)	COSC proactive to eliminate potential causes of accidents a	and injuries?		✓ Yes	□No
	(3)	COSC disseminate current information and training regarding	ng health and safet	y issues?	✓ Yes	□No
e.	Do	all personnel receive current information regarding health an	d safety?		✓ Yes	□No
f.	Are	outside agency safety programs utilized as a resource?	10.		✓ Yes	□No
g.	Doe	es the command maintain an effective health and safety com	munications syster	n?	✓ Yes	□No

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

	(1) Potential hazards reported on CHP 113B, Hazard Report/Inspection?	☐ Yes	✓ No
	(2) Are findings of the 113B, Hazard Report/Inspection, report disseminated according to policy?	☐ Yes	✓ No
	(3) Do all members of the command participate in distribution of safety and health information?	✓ Yes	☐ No
	(4) COSC minutes posted in a timely manner?	Yes	✓ No
-	(5) Required posters prominently displayed?	✓ Yes	□No
_	(6) COSC maintain the Command Occupational Safety Bulletin Board?	✓ Yes	□No
	(7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific members?	✓ Yes	□No
5.	DOCUMENTATION EVALUATED Yes ACTION REQUIRED Yes	CORRECTED)
	a. STD 261s, Authorization to Use Privately Owned Vehicles on State Business, completed annually and filed in the employee's field folder?	✓ Yes	□No
	b. DMV INF 254, Government Agency Request for Driver License/Identification Record Information, utilized to request driver's license record check and filed in the employee's field folder?	✓ Yes	□No
(c. OSHA 300, Log of Occupational Injury and Illnesses, utilized?	✓ Yes	□No
	(1) Are required injuries and illnesses logged?	✓ Yes	□No
	(2) Entries made within six working days of notification of an employee injury or illness?	✓ Yes	□No
	(3) Is lost-time and limited-duty documentation accurate?	✓ Yes	□No
	(4) Retention according to policy?	✓ Yes	□No
	(5) Readily accessible for review by Cal-OSHA?	✓ Yes	□No
	(6) Previous calendar year log posted during February?	☐ Yes	☑ No
0	d. Are CHP 113s, Accident and Injury Report, compiled accurately?	✓ Yes	☐ No
	(1) Commander review and sign?	√ Yes	□No
	(2) CHP 113s and attachments processed in a timely manner?	✓ Yes	☐ No
e	e. Does the command utilize the CHP 113A, Safety Inspection Checklist?	✓ Yes	☐ No
	(1) Are semiannual safety inspections conducted?	✓ Yes	□No
	(2) Are safety hazards identified?	✓ Yes	☐ No
	(3) Is corrective action taken within 30 days?	✓ Yes	□No
	(4) CHP 113A, Safety Inspection Checklist, maintained with IIPP and retained according to policy?	☐Yes	✓ No
f.	. Are unsafe conditions identified and documented on CHP 113B, Hazard Report/Inspection?	✓ Yes	☐ No
	(1) Measures taken to correct situation within 30 days?	✓ Yes	□No
	(2) Copy of CHP 113B, Hazard Report/Inspection, filed or attached to IIPP?	☐ Yes	☑ No
g	g. Are the CHP 121 series thoroughly and accurately completed?	✓ Yes	□No
	(1) Supervisory comments in-depth, clear, and concise?	✓ Yes	□No
	(2) Commander signature on appropriate forms?	✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

	(3) Routed within time frames?			✓ Yes	□No
ŀ	ı. Is	CHP 208, Accident Prevention Report, thoroughly and accura	ately completed?		✓ Yes	□No
	(1) Supervisor comments in-depth, clear, and concise?					□No
	(2) Commander review?					□No
	(3)) Commander signs appropriate form?			✓ Yes	□No
	(4)) Properly routed within time limits?			✓ Yes	□No
i.	Are	e injuries and accidents documented on CHP 442, Individual	Accident, Injury a	nd Safety Recognition F	Record?	□No
	(1)) Are CHP 442s, Individual Accident, Injury and Safety Reco	gnition Record, c	urrent?	✓ Yes	□No
	(2)) Safety recognition emblem summary current?				□No
j.	Are	e CHP 712As, Injury and Illness Prevention Program Orientati	on and Review, I	ept current?	✓ Yes	□No
	(1)	✓ Yes	□No			
	(2)	Coples maintained with IIPP file?			☐ Yes	☑ No
6. 11	ŊĴUF	RY AND ILLNESS PREVENTION PROGRAM	EVALUATED Yes	ACTION REQUIRED Yes	CORRECTE	D
а	. Cc	ommand specific IIPP on file?		1	[] Yes	✓ No
	(1)	Is the program effective?	1100		Yes	✓ No
	(2) Contains all required documents?					☑ No
	(3) Discussed with all employees?					✓ No
	(4)	All employees understand their roles and responsibilities?			☐ Yes	√ No
	(5)	Each employee completed CHP 712A, Injury and Illness Pro	evention Progran	Orientation and Revie	w? ✓ Yes	□No
	(6)	New employees review and complete CHP 712A, Injury and and Review?	l Illness Preventi	on Program Orientation	✓ Yes	□No
	(7)	Are unsafe hazards or conditions identified, investigated, co	rrected, and doc	umented?	✓ Yes	□No
	(8)	Is required documentation maintained according to policy?			☐ Yes	☑ No
7. C	OMM	UNICATION WITH DOSH	Yes	ACTION REQUIRED Yes	CORRECTE	D
a.	Em	aployees aware of procedures regarding DOSH inspections?			Yes	□No
b.	Cor	mmand's documents readily available for review by DOSH Co	ompliance Office	?	☐ Yes	□No
8. H	AZAF	RDOUS SUBSTANCE PROGRAM	Yes Yes	ACTION REQUIRED Yes	CORRECTE	0
a.	Doe	es command have a written Hazardous Substance Program f	or substances us	ed within that comman	d? ☐ Yes	☑ No
112	(1)	Are hazardous substances identified and properly labeled?			✓ Yes	□No
	(2)	Warning signs posted?			☐ Yes	☑ No
	(3)	Material Safety Data Sheets readily available?		7,1111	☐ Yes	☑ No
	(4)	Employees receive training?	13.		☐ Yes	✓ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

(5) Training documented?			☐ Yes	☑ No
(6) Employees informed of their right to applicable medic	cal and exposure informa	ition?	✓ Yes	□No
9. HAZARDOUS EXPOSURE CONTROL PROGRAMS	Yes	ACTION REQUIRED	CORRECTED)
a. Activities identified within command that may require expo	osure to hazardous cond	litions?	✓ Yes	□No
(1) Appropriate engineering and/or administrative control	ls implemented?		✓ Yes	□No
(2) Protective equipment provided in accordance with ba	rgaining unit agreement	s?	✓ Yes	□No
(3) Employees trained on use and maintenance of equip	(3) Employees trained on use and maintenance of equipment?			□No
(4) Training documented?	III II		✓ Yes	□No

1. GOALS AND ACCOMPLISHMENTS

- a. All Area personnel are aware of the Department's Occupational Safety Program and the importance on daily operations. Occupational safety is discussed at quarterly staff meetings and Area training days.
- (1) (7): Occupational safety goals are developed based on past incidents and potential for exposure. The Area maintains three main goals in accordance with departmental standards (preventable patrol car collisions; preventable lost-time injuries; and accidental discharge of weapons).
- b. Area has been extremely proactive in ensuring goals are not exceeded. In 2008, Area had a increase in preventable patrol car collisions in a 5-day period (3 preventable collisions). Area management, in conjunction with the Area Training Officer put together a driving rodeo for all road patrol officers. Since that time, Area has not recorded a preventable patrol car collision.
- (1) (4) Area reviewed the most current CHP 113, Accident and Injury Report, and determined it contained accurate information. The CHP 113 is reviewed at every quarterly Occupational Safety Meeting, as well as at quarterly Staff Meetings. Injuries resulting from arrest situations are decreasing in part to the deployment of the Tasers. Additionally, the office is in a transition period with younger officer transferring into the Area. Both these factors have led to a decrease in the total number of reported injuries.
- (5) (7) The CHP 113 has not bee posted in the past. (ACTION ITEM) Area personnel can readily observe progress on the Occupational Safety goals as they are posted on a display board in the briefing room.

2. PARTICIPATION

- a. (1) (6) The Area commander is actively involved through discussion at the quarterly staff meetings and Area training days. The Area commander understands the need for safe working conditions and is open to new ideas to improve any aspect of an officer's responsibilities. Supervisors ensure comments are made in monthly evaluations when officer safety or occupational safety items need to be addressed, which are then attached to an employee's annual evaluation.
- b. (1) (7) The Area's management team and supervisors are actively involved in presenting a positive attitude when it comes to occupational safety and ensure officers are aware of hazardous conditions or events.

c. (1)-(8) Area employees are aware of the Occupational Safety Program. Area has had very few injury claims, so constant reminders are made during training days to ensure prompt reporting and case management. Officers have routinely offered suggestions to improve officer safety/occupational safety by recommending changes to the office or arrest technique. Recently, Area submitted a proposal to add an additional strap to the right rear seat to prevent an arrestee from moving their hands to the front after handcuffed. Additionally, Area personnel recommended the use of specialized soap to combat a possible exposure to poison oak.

3. ACCIDENT AND INJURY TRENDS

- a. The Area commander monitors all reports of injury or state vehicle collisions occurring within the command. This was very evident during the 2008 year when the Area experienced three preventable patrol car collisions within a four day period.
- (1) (3) Trends are very easy to spot due to the infrequency of patrol car collisions or injuries which occur in the Area.
- b. As previously mentioned, when the three preventable patrol car collisions occurred, the Area commander and training officer coordinated a driving rodeo to acquaint officers in safe driving techniques. Area has not had a preventable patrol car collision since.

4. COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)

- a. The Command Occupational Safety Committee is made up of the commander, field operations officer, a uniformed supervisor, the clerical supervisor, dispatch supervisor, field officer and the automotive services mechanic.
- (1) (8) All bargaining units assigned to the Area are represented on the COSC. A supervisor has been designated as the Occupational Safety coordinator. Due to command structure, there has been some rotation on the COSC, but the main members are not rotated annually. The COSC meets quarterly usually after the Division Occupational Safety Committee meets in order to obtain information from that meeting.
- b. All members are aware of their roles and responsibilities consistent with the Injury & Illness Prevention Program.
- (1) (5) An agenda is normally not prepared for the quarterly meetings (ACTION ITEM).
- c. Minutes are prepared for the meeting and formalized in memorandum form. The Office Services Supervisor or Occupational Safety Coordinator usually acts as the Secretary.

- d. The OCSC meetings are an effective way to make decisions on field related or facility related concerns. Solutions are discussed and tasks assigned depending on item type or location (field, dispatch, or clerical).
- (1) (3) The COSC has made several decisions to improve safety of patrol officers and dispatchers. As previously mentioned, Area was able to procure specialized soap for poison oak exposure, additional safety measures for arrestees, additional safety door for clerical and new headsets for dispatch personnel.
- e. Area personnel receive occupational safety information via training days, briefings or postings on the Occupational Safety Board in the briefing room.
- g. Area has utilized personnel from a local fitness club to talk about healthy life styles and habits.
- (1) (7) The most recent CHP 113B could not be located. (ACTION ITEM) OCSC minutes have not been posted for Command employees to read. (ACTION ITEM) The OCSC Coordinator is responsible for posting safety materials and maintaining the bulletin board in the briefing room.

5. DOCUMENTATION

- a. All personnel have valid STD. 261, Authorization to Use Privately Owned Vehicles on State Business, on file in their respective personnel folders.
- b. Area has not utilized a DMV INF 254, Government Agency Request for Driver License/Identification Record Information, request.
- c. The Office Services Supervisor I (OCSC member) maintains the CHP 113, Accident and Injury Report.
- (1) (6) All injuries and collisions are recorded and made within six working days of notification. The CHP 113 is kept in normal business files, which is readily accessible upon request. The CHP 113 has not been posted in the past. (ACTION ITEM)
- d. There has been confusion in completing the CHP 113, which seems to be a Division wide problem. In the end, reconciliation is completed and reviewed by the Area commander.
- e. The most recent CHP 113A, Safety Inspection Checklist, was conducted on January 23, 2009. The next one is scheduled to be conducted at the next COSC meeting on June 24, 2009.

- (1) (4) The CHP 113A is filed in routine business files in the clerical office. The COSC Coordinator will ensure a copy is place with the IIPP manual. (ACTION ITEM)
- f. There were not uncorrected hazards identified during the last inspection. No CHP 113B, Hazard Report/Inspection, was completed. There were comments on the CHP 113A regarding the rear parking lot and open trenches. Appropriate signs and barriers were already in place to warn employee of potential hazards.
- g. The CHP 121, Record of Injury, are reviewed at three levels (supervisor, management and then clercial supervisor).
- (1) (3) All comments accurately describe the injury and supporting statements are included. The commander signs all CHP 121's and are forwarded within the required timeframes.
- h. The Area has not has a CHP 208 completed for over a year.
- (1) (4) Supervisors are instructed to ensure comments are specific and contain clear details on the events. The Area commander signs all CHP 208's leaving the command.
- i. All injuries and accidents are documented on the CHP 442, Individual Accident, Injury, and Safety Recognition Record, which are contained in an employee's personnel file.
- (1) (2) Area has experienced a delay in obtaining safety emblems in the past, but has now created a self generated surplus through assigning new awards and obtaining the old emblem for re-issue.
- j. All employees review the CHP 712A, Injury and Illness Prevention Program Orientation and review, annually during the annual performance evaluation process. This is an item included in pre-packaged evaluation packets.
- (1) (2) Copies of the CHP 712 are not kept with the IIPP file (ACTION ITEM)

6. INJURY AN ILLNESS PREVENTION PROGRAM

- a. The Command does not have a specific IIPP on file (ACTION ITEM)
- 7. COMMUNICATION WITH DOSH
- a. Employees are advised the procedures for contact DOSH on the bulletin board.

b. Command's documents are currently not located in the IIPP, but are located in Area files. (ACTION ITEM)

8. HAZARDOUS SUBSTANCE PROGRAM

a. Command does not have written Hazardous Substance Program for substances use with the Area. (ACTION ITEM)

(1) - (6)

9. HAZARDOUS EXPOSURE CONTROL PROGRAMS

- a. The most common activity in which officers are prone to exposure is traffic collision investigation. Officers are exposed to poison oak and other hazardous materials being transported on the highway.
- (1) (4) All road patrol personnel have been briefed on the potential hazards mentioned above and received training in hazardous materials identification/protection. Additionally, Area has a nuclear power plant within its boundaries and exposure control kits/equipment has been assigned to each officer. Training is documented in the Employee Training Records System.

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
San Luis Obispo	Coastal	745
EVALUATED BY		DATE
Captain Bill Vail		06/01/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVA		Informal Evaluation	08/03/2009			
FOLLOW-UP Yes	REQUIRED No	Correction Report	COMMANDER'S REVIE		06/17/20	09
1, GOAL	S AND ACCOMPLIS		Yes Yes	ACTION REQUIRED Yes	CORRECTED 6	9 40
	the command familia fety Manual, Chapte	r with the Occupational Safety Progr r 13?	am as outlined in HPM	1 10.6, Occupational		□No
(1)	Are goals develope	ed in accordance with departmental p	policy?			□No
(2)	Are environmental	factors, exposure factors, and past e	experience/trends cons	sidered when setting goals?	✓ Yes	□No
(3)	Are illness and non	-serious/non-traumatic injuries exclu	ided from occupationa	I safety goals?	√ Yes	□No
(4)	Are goals appropria	ately categorized?			✓ Yes	□No
(5)	Are goals realistic?				√ Yes	□No
(6)	Are goals consister	nt with departmental objectives?		**************************************	√ Yes	□No
(7)	Is input from all leve	els considered before goals are esta	blished?		√ Yes	□No
b. Are	goals being accomp	olished?			√ Yes	□No
(1)	Accurate reporting	on CHP 113, Accident and Injury Re	port?		✓ Yes	□No
(2)	Are accidents incre	asing?		W	✓ Yes	□No
(3)	Are injuries increas	ing?			✓ Yes	□No
(4)	Why are they increa	asing/decreasing?				
(5)	Is CHP 113, Accide	nt and Injury Report, posted or read	ily accessible?		☐ Yes	☑ No
(6)	Are employees know	wledgeable about goals and achieve	ements?		✓ Yes	□No
(7)	Are employees prov	viding suggestions toward goal attair	nment?		✓ Yes	□No
2. PARTIC	CIPATION		Yes EVALUATED	ACTION REQUIRED	CORRECTED	
a. Con	nmander actively inv	olved in program?	N		✓ Yes	□No
(1)	Commander active	in injury/illness case management?			✓ Yes	□No
(' '						

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY CHP 453M (Rev. 5-06) OPI 009

(1) (2) (3) (4) (5) (6) (7) c. Are (1)	Commander comments regarding safety issues in performance evaluations? Does the commander ensure use of appropriate safety equipment? e managers/supervisors actively involved in the program? Are managers/supervisors involved in case management? Do they have the appropriate attitude? Are managers monitoring supervisors' progress and efforts to attain goals? Are supervisors monitoring employees' efforts? Do managers comment on safety issues in performance evaluations? Do supervisors comment on safety issues in performance evaluations? Do managers/supervisors ensure the use of proper safety equipment? e employees actively involved in the Occupational Safety Program? Are employees involved in their case management? Are employees knowledgeable about safety goals? Are they aware of the command's achievements?	 ✓ Yes 	No No
(6) b. Ar (1) (2) (3) (4) (5) (6) (7) c. Are (1) (2) (3) (4) (5) (6)	Does the commander ensure use of appropriate safety equipment? The managers/supervisors actively involved in the program? Are managers/supervisors involved in case management? Do they have the appropriate attitude? Are managers monitoring supervisors' progress and efforts to attain goals? Are supervisors monitoring employees' efforts? Do managers comment on safety issues in performance evaluations? Do supervisors comment on safety issues in performance evaluations? Do managers/supervisors ensure the use of proper safety equipment? The employees actively involved in the Occupational Safety Program? Are employees involved in their case management? Are employees knowledgeable about safety goals? Are they aware of the command's achievements?	✓ Yes	No
b. Ar (1) (2) (3) (4) (5) (6) (7) (2) (3) (4) (5) (6) (6)	re managers/supervisors actively involved in the program? Are managers/supervisors involved in case management? Do they have the appropriate attitude? Are managers monitoring supervisors' progress and efforts to attain goals? Are supervisors monitoring employees' efforts? Do managers comment on safety issues in performance evaluations? Do supervisors comment on safety issues in performance evaluations? Do managers/supervisors ensure the use of proper safety equipment? e employees actively involved in the Occupational Safety Program? Are employees involved in their case management? Are employees knowledgeable about safety goals? Are they aware of the command's achievements?	✓ Yes	No
(1) (2) (3) (4) (5) (6) (7) c. Are (1) (2) (3) (4) (5) (6)	Are managers/supervisors involved in case management? Do they have the appropriate attitude? Are managers monitoring supervisors' progress and efforts to attain goals? Are supervisors monitoring employees' efforts? Do managers comment on safety issues in performance evaluations? Do supervisors comment on safety issues in performance evaluations? Do managers/supervisors ensure the use of proper safety equipment? e employees actively involved in the Occupational Safety Program? Are employees involved in their case management? Are employees knowledgeable about safety goals? Are they aware of the command's achievements?	✓ Yes	 No
(2) (3) (4) (5) (6) (7) c. Are (1) (2) (3) (4) (5)	Do they have the appropriate attitude? Are managers monitoring supervisors' progress and efforts to attain goals? Are supervisors monitoring employees' efforts? Do managers comment on safety issues in performance evaluations? Do supervisors comment on safety issues in performance evaluations? Do managers/supervisors ensure the use of proper safety equipment? e employees actively involved in the Occupational Safety Program? Are employees involved in their case management? Are employees knowledgeable about safety goals? Are they aware of the command's achievements?	✓ Yes	No
(3) (4) (5) (6) (7) c. Are (1) (2) (3) (4) (5) (6)	Are managers monitoring supervisors' progress and efforts to attain goals? Are supervisors monitoring employees' efforts? Do managers comment on safety issues in performance evaluations? Do supervisors comment on safety issues in performance evaluations? Do managers/supervisors ensure the use of proper safety equipment? e employees actively involved in the Occupational Safety Program? Are employees involved in their case management? Are employees knowledgeable about safety goals? Are they aware of the command's achievements?	✓ Yes	No No No No No No No No No
(4) (5) (6) (7) c. Are (1) (2) (3) (4) (5)	Are supervisors monitoring employees' efforts? Do managers comment on safety issues in performance evaluations? Do supervisors comment on safety issues in performance evaluations? Do managers/supervisors ensure the use of proper safety equipment? e employees actively involved in the Occupational Safety Program? Are employees involved in their case management? Are employees knowledgeable about safety goals? Are they aware of the command's achievements?	✓ Yes	NoNoNoNoNoNoNoNoNoNo
(5) (6) (7) c. Are (1) (2) (3) (4) (5)	Do managers comment on safety issues in performance evaluations? Do supervisors comment on safety issues in performance evaluations? Do managers/supervisors ensure the use of proper safety equipment? e employees actively involved in the Occupational Safety Program? Are employees involved in their case management? Are employees knowledgeable about safety goals? Are they aware of the command's achievements?	✓ Yes	NoNoNoNoNoNoNoNo
(6) (7) c. Are (1) (2) (3) (4) (5)	Do supervisors comment on safety issues in performance evaluations? Do managers/supervisors ensure the use of proper safety equipment? e employees actively involved in the Occupational Safety Program? Are employees involved in their case management? Are employees knowledgeable about safety goals? Are they aware of the command's achievements?	✓ Yes✓ Yes✓ Yes✓ Yes✓ Yes✓ Yes	No No No No No
(7) c. Are (1) (2) (3) (4) (5)	Do managers/supervisors ensure the use of proper safety equipment? e employees actively involved in the Occupational Safety Program? Are employees involved in their case management? Are employees knowledgeable about safety goals? Are they aware of the command's achievements?	✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No □ No □ No □ No
c. Are (1) (2) (3) (4) (5) (6)	e employees actively involved in the Occupational Safety Program? Are employees involved in their case management? Are employees knowledgeable about safety goals? Are they aware of the command's achievements?	✓ Yes ✓ Yes ✓ Yes	□ No □ No
(1) (2) (3) (4) (5) (6)	Are employees involved in their case management? Are employees knowledgeable about safety goals? Are they aware of the command's achievements?	✓ Yes	□ No
(2) (3) (4) (5) (6)	Are employees knowledgeable about safety goals? Are they aware of the command's achievements?		□No
(3) (4) (5)	Are they aware of the command's achievements?		
(4) (5) (6)		✓ Yes	ΠNo
(5)	Are employees practicing safety while performing their duties?		
(6)	And display does predeming desired, strong personal grant and an arrange and arrange and arrange arran	✓ Yes	□No
	Are employees reporting unsafe conditions and/or work practices?	✓ Yes	□No
(7)	Do employees work cooperatively to minimize hazards?	✓ Yes	□No
(' /	Do employees offer suggestions to improve occupational safety?	✓ Yes	□No
(8)	Is employee equipment properly used and maintained?	✓ Yes	□No
3. ACCIE	DENT AND INJURY TRENDS EVALUATED Yes No	CORRECTED)
a. Coi	mmander's method of identifying trends? Area has so few collisions/injuries which makes tracking trend	s very easy.	
(1)	Are accidents and injuries being monitored to identify trends?	✓ Yes	□No
(2)	Is the Occupational Safety Committee reviewing CHP 113, Accident and Injury Report, OSHA 300, Log of Occupational Injuries and Illnesses, entries, prior meeting minutes?	✓ Yes	□No
(3)	Are personnel in the command aware of current and potential trends?	✓ Yes	□No
b. Wh	at corrective action has the command taken when a trend has been identified?		

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

	(1) Are commanders, managers, and supervisors actively implementing or	orrective actions?	✓ Yes	□No
4. C	COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC) Yes	ACTION REQUIRED Yes	CORRECTED	
а	What is the composition of the COSC? See attached			
	(1) Is there representation from each collective bargaining unit?		✓ Yes	□No
Street	(2) Management and supervisory representation?		✓ Yes	□No
	(3) Command Safety Coordinator assigned?		✓ Yes	□No
	(4) Command Safety Coordinator active and effective?		✓ Yes	□No
	(5) Are committee assignments rotated?		✓ Yes	□No
	(6) COSC meetings held quarterly?		✓ Yes	□No
	(7) Are meetings held more frequently when goals are not being attained?		✓ Yes	□No
	(8) Do all committee members attend the meetings?		✓ Yes	□No
þ.	. Are roles and responsibilities defined in accordance with IIPP?		✓ Yes	□No
	(1) Do committee members understand their roles and responsibilities?		✓ Yes	□ No
	(2) Is an agenda prepared prior to the meeting?		☐ Yes	☑ No
	(3) Are departmental and Division Occupational Safety meetings minutes	readily available?	✓ Yes	□No
	(4) Are these minutes utilized for Area meetings?		✓ Yes	□No
	(5) Are assignments given during Area meetings?		✓ Yes	□ No
C.	Minutes prepared for the COSC meeting?		✓ Yes	□No
	(1) Recording secretary appointed?		✓ Yes	□No
	(2) Minutes posted on command's Occupational Safety Board?		✓ Yes	□ No
	(3) Are minutes included in IIPP file?		✓ Yes	□No
	(4) Minutes maintained current year, plus three?		✓ Yes	□No
	(5) Minutes forwarded through channels?		✓ Yes	□No
d.	Is the COSC effective?		✓ Yes	□No
	(1) Are COSC recommendations clear, concise and pertinent to the comm	and?	✓ Yes	□No
	(2) COSC proactive to eliminate potential causes of accidents and injuries	?	✓ Yes	□No
	(3) COSC disseminate current information and training regarding health ar	nd safety issues?	✓ Yes	□No
e.	Do all personnel receive current information regarding health and safety?		✓ Yes	□No
f.	Are outside agency safety programs utilized as a resource?		✓ Yes	□No
g.	Does the command maintain an effective health and safety communications	s system?	✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009		
(1) Potential hazards reported on CHP 113B, Hazard Report/Inspection?	☐ Yes	☑ No
(2) Are findings of the 113B, Hazard Report/Inspection, report disseminated according to policy?	☐ Yes	✓ No
(3) Do all members of the command participate in distribution of safety and health information?	✓ Yes	□No
(4) COSC minutes posted in a timely manner?	☐ Yes	✓ No
(5) Required posters prominently displayed?	✓ Yes	□No
(6) COSC maintain the Command Occupational Safety Bulletin Board?	✓ Yes	□No
(7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific members?	✓ Yes	□No
5. DOCUMENTATION EVALUATED ACTION REQUIRED Yes Yes	CORRECTE	25/09
a. STD 261s, Authorization to Use Privately Owned Vehicles on State Business, completed annually and filed in the employee's field folder?	√ Yes	□No
b. DMV INF 254, Government Agency Request for Driver License/Identification Record Information, utilized to request driver's license record check and filed in the employee's field folder?	✓ Yes	□No
c. OSHA 300, Log of Occupational Injury and Illnesses, utilized?	✓ Yes	□No
(1) Are required injuries and illnesses logged?	✓ Yes	□No
(2) Entries made within six working days of notification of an employee injury or illness?	✓ Yes	□No
(3) Is lost-time and limited-duty documentation accurate?	✓ Yes	□No
(4) Retention according to policy?	✓ Yes	□No
(5) Readily accessible for review by Cal-OSHA?	✓ Yes	□No
(6) Previous calendar year log posted during February?	☐ Yes	☑ No
d. Are CHP 113s, Accident and Injury Report, compiled accurately?	✓ Yes	□No
(1) Commander review and sign?	✓ Yes	□No
(2) CHP 113s and attachments processed in a timely manner?	✓ Yes	□No
e. Does the command utilize the CHP 113A, Safety Inspection Checklist?	✓ Yes	□No
(1) Are semiannual safety inspections conducted?	✓ Yes	□No
(2) Are safety hazards identified?	✓ Yes	□No
(3) Is corrective action taken within 30 days?	✓ Yes	□No
(4) CHP 113A, Safety Inspection Checklist, maintained with IIPP and retained according to policy?	☐Yes	✓ No
f. Are unsafe conditions identified and documented on CHP 113B, Hazard Report/Inspection?	✓ Yes	□No
(1) Measures taken to correct situation within 30 days?	✓ Yes	□No
(2) Copy of CHP 113B, Hazard Report/Inspection, filed or attached to IIPP?	☐ Yes	✓ No
g. Are the CHP 121 series thoroughly and accurately completed?	✓ Yes	□No
(1) Supervisory comments in-depth, clear, and concise?	✓ Yes	□No
(2) Commander signature on appropriate forms?	✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

		(3)	Routed within time frames?			✓ Yes	□No
	h.	ls (CHP 208, Accident Prevention Report, thoroughly and accura	ately completed?		✓ Yes	□No
		(1)	Supervisor comments in-depth, clear, and concise?			✓ Yes	□No
_		(2)	Commander review?			✓ Yes	□No
		(3)	Commander signs appropriate form?			✓ Yes	□No
		(4)	Properly routed within time limits?			✓ Yes	□No
	i. /	Аге	injuries and accidents documented on CHP 442, Indlvidual A	accident, Injury an	d Safety Recognition Record?	✓ Yes	□No
		(1)	Are CHP 442s, Individual Accident, Injury and Safety Recog	gnition Record, cu	errent?	✓ Yes	□No
		(2)	Safety recognition emblem summary current?			✓ Yes	□ No
	j. /	Are	CHP 712As, Injury and Illness Prevention Program Orientation	on and Review, ke	ept current?	✓ Yes	□No
		(1)	Is specific safety training documented on CHP 712, Employ	ee Emergency A	ction Plan Review?	✓ Yes	□No
		(2)	Copies maintained with IIPP file?			☐ Yes	✓ No
6.	INJ	UR	Y AND ILLNESS PREVENTION PROGRAM	Yes Yes	Yes	CORRECTED	75/09
611-201	a.	Con	nmand specific IIPP on file?			Yes	✓ No
	((1)	Is the program effective?			☐Yes	✓ No
	((2)	Contains all required documents?			☐ Yes	☑ No
	((3)	Discussed with all employees?			Yes	✓ No
	((4)	All employees understand their roles and responsibilities?			☐ Yes	✓ No
	((5)	Each employee completed CHP 712A, Injury and Illness Pre	evention Program	Orientation and Review?	✓ Yes	□No
	(New employees review and complete CHP 712A, Injury and and Review?	I Illness Preventio	n Program Orientation	✓ Yes	□No
	((7)	Are unsafe hazards or conditions identified, investigated, co	rrected, and docu	mented?	✓ Yes	□ No
	((8)	Is required documentation maintained according to policy?			☐ Yes	✓ No
7.	CON	MML	UNICATION WITH DOSH	Yes	Y es	CORRECTED	25/09
	a. E	Emp	loyees aware of procedures regarding DOSH inspections?			☐ Yes	□No
	b. (Com	mand's documents readily available for review by DOSH Co			Yes	□No
8.	HAZ	ARI	DOUS SUBSTANCE PROGRAM	Yes	Yes	CORRECTED	25/09
	a. [Does	s command have a written Hazardous Substance Program fo	or substances use	ed within that command?	☐ Yes	☑ No
	(1) .	Are hazardous substances identified and properly labeled?			✓ Yes	□No
	(2	2) '	Warning signs posted?			☐ Yes	☑ No
	(3	3) l	Material Safety Data Sheets readily available?			Yes	☑ No
	(4	4) l	Employees receive training?			☐ Yes	☑ No

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUA

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

((5) Training documented?			☐ Yes	✓ No
((6) Employees informed of their right to applicable medical and exposure information?			✓ Yes	□No
e. HAZ	HAZARDOUS EXPOSURE CONTROL PROGRAMS EVALUATED ACTION REQUIRED Yes No		CORRECTED)	
a. /	a. Activities identified within command that may require exposure to hazardous conditions?			✓ Yes	□ No
((1) Appropriate engineering and/or administrative controls implemented?			✓ Yes	□No
(2) Protective equipment provided in accordance with barg	gaining unit agreements	3?	✓ Yes	□No
(3) Employees trained on use and maintenance of equipm	nent?		☑ Yes	□No
(-	4) Training documented?			✓ Yes	□No

1. GOALS AND ACCOMPLISHMENTS

- a. All Area personnel are aware of the Department's Occupational Safety Program and the importance on daily operations. Occupational safety is discussed at quarterly staff meetings and Area training days.
- (1) (7): Occupational safety goals are developed based on past incidents and potential for exposure. The Area maintains three main goals in accordance with departmental standards (preventable patrol car collisions; preventable lost-time injuries; and accidental discharge of weapons).
- b. Area has been extremely proactive in ensuring goals are not exceeded. In 2008, Area had a increase in preventable patrol car collisions in a 5-day period (3 preventable collisions). Area management, in conjunction with the Area Training Officer put together a driving rodeo for all road patrol officers. Since that time, Area has not recorded a preventable patrol car collision.
- (1) (4) Area reviewed the most current CHP 113, Accident and Injury Report, and determined it contained accurate information. The CHP 113 is reviewed at every quarterly Occupational Safety Meeting, as well as at quarterly Staff Meetings. Injuries resulting from arrest situations are decreasing in part to the deployment of the Tasers. Additionally, the office is in a transition period with younger officer transferring into the Area. Both these factors have led to a decrease in the total number of reported injuries.
- (5) (7) The CHP 113 has not bee posted in the past. (ACTION ITEM) Area personnel can readily observe progress on the Occupational Safety goals as they are posted on a display board in the briefing room.

2. PARTICIPATION

- a. (1)-(6) The Area commander is actively involved through discussion at the quarterly staff meetings and Area training days. The Area commander understands the need for safe working conditions and is open to new ideas to improve any aspect of an officer's responsibilities. Supervisors ensure comments are made in monthly evaluations when officer safety or occupational safety items need to be addressed, which are then attached to an employee's annual evaluation.
- b. (1) (7) The Area's management team and supervisors are actively involved in presenting a positive attitude when it comes to occupational safety and ensure officers are aware of hazardous conditions or events.

c. (1) – (8) Area employees are aware of the Occupational Safety Program. Area has had very few injury claims, so constant reminders are made during training days to ensure prompt reporting and case management. Officers have routinely offered suggestions to improve officer safety/occupational safety by recommending changes to the office or arrest technique. Recently, Area submitted a proposal to add an additional strap to the right rear seat to prevent an arrestee from moving their hands to the front after handcuffed. Additionally, Area personnel recommended the use of specialized soap to combat a possible exposure to poison oak.

3. ACCIDENT AND INJURY TRENDS

- a. The Area commander monitors all reports of injury or state vehicle collisions occurring within the command. This was very evident during the 2008 year when the Area experienced three preventable patrol car collisions within a four day period.
- (1) (3) Trends are very easy to spot due to the infrequency of patrol car collisions or injuries which occur in the Area.
- b. As previously mentioned, when the three preventable patrol car collisions occurred, the Area commander and training officer coordinated a driving rodeo to acquaint officers in safe driving techniques. Area has not had a preventable patrol car collision since.

4. COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)

- a. The Command Occupational Safety Committee is made up of the commander, field operations officer, a uniformed supervisor, the clerical supervisor, dispatch supervisor, field officer and the automotive services mechanic.
- (1) (8) All bargaining units assigned to the Area are represented on the COSC. A supervisor has been designated as the Occupational Safety coordinator. Due to command structure, there has been some rotation on the COSC, but the main members are not rotated annually. The COSC meets quarterly usually after the Division Occupational Safety Committee meets in order to obtain information from that meeting.
- b. All members are aware of their roles and responsibilities consistent with the Injury & Illness Prevention Program.
- (1) (5) An agenda is normally not prepared for the quarterly meetings (ACTION ITEM).
- c. Minutes are prepared for the meeting and formalized in memorandum form. The Office Services Supervisor or Occupational Safety Coordinator usually acts as the Secretary.

- d. The OCSC meetings are an effective way to make decisions on field related or facility related concerns. Solutions are discussed and tasks assigned depending on item type or location (field, dispatch, or clerical).
- (1) (3) The COSC has made several decisions to improve safety of patrol officers and dispatchers. As previously mentioned, Area was able to procure specialized soap for poison oak exposure, additional safety measures for arrestees, additional safety door for clerical and new headsets for dispatch personnel.
- e. Area personnel receive occupational safety information via training days, briefings or postings on the Occupational Safety Board in the briefing room.
- g. Area has utilized personnel from a local fitness club to talk about healthy life styles and habits.
- (1) (7) The most recent CHP 113B could not be located. (ACTION ITEM) OCSC minutes have not been posted for Command employees to read. (ACTION ITEM) The OCSC Coordinator is responsible for posting safety materials and maintaining the bulletin board in the briefing room.

5. DOCUMENTATION

- a. All personnel have valid STD. 261, Authorization to Use Privately Owned Vehicles on State Business, on file in their respective personnel folders.
- b. Area has not utilized a DMV INF 254, Government Agency Request for Driver License/Identification Record Information, request.
- c. The Office Services Supervisor I (OCSC member) maintains the CHP 113, Accident and Injury Report.
- (1) (6) All injuries and collisions are recorded and made within six working days of notification. The CHP 113 is kept in normal business files, which is readily accessible upon request. The CHP 113 has not been posted in the past. (ACTION ITEM)
- d. There has been confusion in completing the CHP 113, which seems to be a Division wide problem. In the end, reconciliation is completed and reviewed by the Area commander.
- e. The most recent CHP 113A, Safety Inspection Checklist, was conducted on January 23, 2009. The next one is scheduled to be conducted at the next COSC meeting on June 24, 2009.

- (1) (4) The CHP 113A is filed in routine business files in the clerical office. The COSC Coordinator will ensure a copy is place with the IIPP manual. (ACTION ITEM)
- f. There were not uncorrected hazards identified during the last inspection. No CHP 113B, Hazard Report/Inspection, was completed. There were comments on the CHP 113A regarding the rear parking lot and open trenches. Appropriate signs and barriers were already in place to warn employee of potential hazards.
- g. The CHP 121, Record of Injury, are reviewed at three levels (supervisor, management and then clercial supervisor).
- (1) (3) All comments accurately describe the injury and supporting statements are included. The commander signs all CHP 121's and are forwarded within the required timeframes.
- h. The Area has not has a CHP 208 completed for over a year.
- (1) (4) Supervisors are instructed to ensure comments are specific and contain clear details on the events. The Area commander signs all CHP 208's leaving the command.
- i. All injuries and accidents are documented on the CHP 442, Individual Accident, Injury, and Safety Recognition Record, which are contained in an employee's personnel file.
- (1) (2) Area has experienced a delay in obtaining safety emblems in the past, but has now created a self generated surplus through assigning new awards and obtaining the old emblem for re-issue.
- j. All employees review the CHP 712A, Injury and Illness Prevention Program Orientation and review, annually during the annual performance evaluation process. This is an item included in pre-packaged evaluation packets.
- (1) (2) Copies of the CHP 712 are not kept with the IIPP file (ACTION ITEM)

6. INJURY AN ILLNESS PREVENTION PROGRAM

- a. The Command does not have a specific IIPP on file (ACTION ITEM)
- 7. COMMUNICATION WITH DOSH
- a. Employees are advised the procedures for contact DOSH on the bulletin board.

AREA MANAGEMENT EVALUATION Chapter 12 – Occupational Safety Page 11

b. Command's documents are currently not located in the IIPP, but are located in Area files. (ACTION ITEM)

8. HAZARDOUS SUBSTANCE PROGRAM

a. Command does not have written Hazardous Substance Program for substances use with the Area. (ACTION ITEM)

(1) - (6)

9. HAZARDOUS EXPOSURE CONTROL PROGRAMS

- a. The most common activity in which officers are prone to exposure is traffic collision investigation. Officers are exposed to poison oak and other hazardous materials being transported on the highway.
- (1) (4) All road patrol personnel have been briefed on the potential hazards mentioned above and received training in hazardous materials identification/protection. Additionally, Area has a nuclear power plant within its boundaries and exposure control kits/equipment has been assigned to each officer. Training is documented in the Employee Training Records System.

Memorandum

Date:

March 16, 2009

To:

Coastal Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Santa Maria Area

File No.:

750.12036.Ch12Inspection

Subject:

CHAPTER 12 INSPECTION

Santa Maria Area has completed its Chapter 12, *Occupational Safety*, command level self-inspection as directed by Coastal Division. The self inspection was conducted as specified in HPG 22.1, *Area Resources Management Guide*. I have reviewed the attached inspection forms and one issue was identified for correction: the Occupational Safety Committee will begin reviewing the actual CHP113, *Accident and Injury Report*, and the OSHA 300, *Log of Occupational Injuries and Illnesses*, form entrees at the next Area Occupational Safety Committee meeting.

M. L. OLSON, Lieutenant

Commander

Attachment

cc: Sergeant M. Clare

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

AREA Santa Maria - 750	Coastal	750-09-00
EVALUATED BY		DATE
Sgt. M. Clare, 12426		03/09/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

	or pencil, and the Supplemen	SUSPENSE DATE			
rype of evaluation Formal Evaluation In	formal Evaluation			DATE	
OLLOW-UP REQUIRED Yes No	☐ Correction Report	COMMANDER'S REVIEW ALL ALL ALL ALL ALL ALL ALL A		3-1.	3-09
	BY	EVALUATED	ACTION REQUIRED	CORRECTED	
1. GOALS AND ACCOMPLISH		Yes	No.	<u> </u>	
a. Is the command familiar v Safety Manual, Chapter 1	vith the Occupational Safety Prog 3?	ram as outlined in HPM	10.6, Occupational	✓ Yes	□ No
(1) Are goals developed	in accordance with departmental	policy?		✓ Yes	□ No
(2) Are environmental fa	ctors, exposure factors, and past	experience/trends consi	dered when setting goals?	✓ Yes	□ No
(3) Are illness and non-s	erious/non-traumatic injuries exc	luded from occupational	safety goals?	✓ Yes	□No
(4) Are goals appropriate				✓ Yes	□ No
	on, caregoria			✓ Yes	□No
	with departmental objectives?			✓ Yes	□No
	s considered before goals are es	tablished?	2	Yes	✓ No
				Yes	✓ No
b. Are goals being accompli		Panort?		✓ Yes	□No
	n CHP 113, Accident and Injury F	(epoit:		✓ Yes	□No
(2) Are accidents increa				☐ Yes	✓ No
(3) Are injuries increasir	ng?		- Her appropriators 76:		
(4) Why are they increase	sing/decreasing? Accidents incr	reased in 2008. Since A	rea normany experiences ze	anar backing	The third
quite an increase. T	wo of the three accidents proper	ty damage only collision	ns which resulted from hupi	oper backing	lichad
was a right-of-way	violation by the officer. In each	collision, circumstances	were unique, so no trend ha	is been establ	
(5) Is CHP 113, Accider	nt and Injury Report, posted or re	adily accessible?		✓ Yes	□ No
(6) Are employees know	wledgeable about goals and achie	evements?		✓ Yes	□ No
(7) Are employees prov	iding suggestions toward goal att	tainment?		✓ Yes	□ No
2. PARTICIPATION		Yes	ACTION REQUIRED No	COMME	
a. Commander actively inv	olved in program?			✓ Yes	□ No
(1) Commander active	in injury/illness case managemen	it?		✓ Yes	□ No
(2) What is the comman	nder's attitude regarding occupati	ional safety? It is his op	inion that safety is our num	ber one opera	itional goal.
(2) What is the commun					

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

453	53M (Rev. 5-06) OPI 009			✓ Yes	□ No
((3) Occupational safety issues discussed at staff meetings and	I training days?			
	(4) Are safety issues in the meeting minutes?			✓ Yes	□ No
((5) Commander comments regarding safety issues in performa	ance evaluations?		7 Yes	□ No
((6) Does the commander ensure use of appropriate safety equ	uipment?		✓ Yes	□ No
b. /	Are managers/supervisors actively involved in the program?			✓ Yes	□ No
((1) Are managers/supervisors involved in case management?			✓ Yes	□ No
(Do they have the appropriate attitude?			✓ Yes	☐ No
((3) Are managers monitoring supervisors' progress and efforts	s to attain goals?		✓ Yes	□ No
((4) Are supervisors monitoring employees' efforts?	in a formance avaluations?			☐ No
((5) Do managers comment on safety issues in performance e				□ No
_	 (6) Do supervisors comment on safety issues in performance evaluations? (7) Do managers/supervisors ensure the use of proper safety equipment? Are employees actively involved in the Occupational Safety Program? (1) Are employees involved in their case management? (2) Are employees knowledgeable about safety goals? (3) Are they aware of the command's achievements? (4) Are employees practicing safety while performing their duties? (5) Are employees reporting unsafe conditions and/or work practices? 			✓ Yes	□No
				✓ Yes	□ No
,				√ Yes	□ No
-				✓ Yes	□No
				✓ Yes	□No
_				Yes	□ No
				✓ Yes	□No
-					☐ No
-		6) Do employees work cooperatively to minimize hazards?			☐ No
-	(7) Do employees offer suggestions to improve occupational				□ No
	(8) Is employee equipment properly used and maintained?			✓ Yes	□ No
_	CCIDENT AND INJURY TRENDS	EVALUATED	ACTION REQUIRED Yes	Yes	D
	Commander's method of identifying trends? Personal review	Yes			
a.	Commander's method of identifying iterias.				
	(1) Are accidents and injuries being monitored to identify tren	nds?		✓ Yes	□No
	(2) Is the Occupational Safety Committee reviewing CHP 113 Log of Occupational Injuries and Illnesses, entries, prior n	3, Accident and Inju	ry Report, OSHA 300,	Yes	☑ No
_	(3) Are personnel in the command aware of current and pote	ential trends?		✓ Yes	□ No
b.	What corrective action has the command taken when a trend	has been identified	? N/A		

Destroy Previous Editions

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

===	(1) Are commanders, managers, and supervisors actively imp	lementing correctiv	e actions?	Yes	□No
C	OMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)	Yes	No.	CORRECTED	
a	What is the composition of the COSC? Commander, Sergeant	, Office Supervisor,	, Office Assistant, Special I	outy Officer, Ro	ad Officer
-	Automotive Technician, and Maintenance Worker.				
-	Addition				
_	(1) Is there representation from each collective bargaining un	it?		✓ Yes	□No
_	(2) Management and supervisory representation?			✓ Yes	□No
	(3) Command Safety Coordinator assigned?			✓ Yes	☐ No
	(4) Command Safety Coordinator active and effective?			✓ Yes	□ No
	(5) Are committee assignments rotated?			✓ Yes	□No
-	(6) COSC meetings held quarterly?			✓ Yes	□ No
	(7) Are meetings held more frequently when goals are not be	ing attained?		Yes	✓ No
	(8) Do all committee members attend the meetings?				□ No
b.	Are roles and responsibilities defined in accordance with IIPP	?		☑ Yes	□ No
	(1) Do committee members understand their roles and respo			✓ Yes	☐ No
_	(2) Is an agenda prepared prior to the meeting?			Yes	□ No
_	(3) Are departmental and Division Occupational Safety meet	ings minutes readily	y available?	√ Yes	□No
	(4) Are these minutes utilized for Area meetings?			✓ Yes	□ No
	(5) Are assignments given during Area meetings?			✓ Yes	□No
C	c. Minutes prepared for the COSC meeting?				□ No
	(1) Recording secretary appointed?			✓ Yes	□No
	(2) Minutes posted on command's Occupational Safety Boar	d?			□ No
	(3) Are minutes included in IIPP file?			✓ Yes	□ No
	(4) Minutes maintained current year, plus three?			☑ Yes	□No
_	(5) Minutes forwarded through channels?				□No
d	d. Is the COSC effective?				□ No
	(1) Are COSC recommendations clear, concise and pertiner	nt to the command?)		□No
_	(2) COSC proactive to eliminate potential causes of accidents and injuries?				□ No
-	(3) COSC disseminate current information and training rega		ifety issues?	✓ Yes	□No
е	e. Do all personnel receive current information regarding health			✓ Yes	□ No
f.	. Are outside agency safety programs utilized as a resource?			Yes	☑ No
_	 Does the command maintain an effective health and safety c 	ommunications sys	stem?		□ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

HP 4	53M (Rev. 5-06) OPI 009		
	(1) Potential hazards reported on CHP 113B, Hazard Report/Inspection?		□ No
	(2) Are findings of the 113B, Hazard Report/Inspection, report disseminated according to policy?	✓ Yes	□ No
	(3) Do all members of the command participate in distribution of safety and health information?	✓ Yes	☐ No
_	(4) COSC minutes posted in a timely manner?	✓ Yes	□No
-	(5) Required posters prominently displayed?	✓ Yes	□ No
	(6) COSC maintain the Command Occupational Safety Bulletin Board?	✓ Yes	□No
-	(7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific members?	✓ Yes	☐ No
	DCUMENTATION Yes No	CORRECTED	
a	OTD 2015 Authorization to Use Privately Owned Vehicles on State Business, completed annually and		□No
b.	DMV INF 254, Government Agency Request for Driver License/Identification Record Information, utilized to request driver's license record check and filed in the employee's field folder?	✓ Yes	□No
С.	OSHA 300, Log of Occupational Injury and Illnesses, utilized?	✓ Yes	□ No
	(1) Are required injuries and illnesses logged?	✓ Yes	□No
	(2) Entries made within six working days of notification of an employee injury or illness?	✓ Yes	☐ No
-	(3) Is lost-time and limited-duty documentation accurate?	✓ Yes	□No
_	(4) Retention according to policy?	✓ Yes	□ No
	(5) Readily accessible for review by Cal-OSHA?	✓ Yes	□No
	(6) Previous calendar year log posted during February?	✓ Yes	□No
d.	Are CHP 113s, Accident and Injury Report, compiled accurately?	✓ Yes	□ No
	(1) Commander review and sign?	✓ Yes	□ No
_	(2) CHP 113s and attachments processed in a timely manner?	✓ Yes	□ No
е	Does the command utilize the CHP 113A, Safety Inspection Checklist?	✓ Yes	□ No
_	(1) Are semiannual safety inspections conducted?	✓ Yes	☐ No
	(2) Are safety hazards identified?	✓ Yes	☐ No
-	(3) Is corrective action taken within 30 days?	✓ Yes	□ No
-	(4) CHP 113A, Safety Inspection Checklist, maintained with IIPP and retained according to policy?	✓ Yes	□ No
f	Are unsafe conditions identified and documented on CHP 113B, Hazard Report/Inspection?	✓ Yes	☐ No
	(1) Measures taken to correct situation within 30 days?	✓ Yes	□No
	(2) Copy of CHP 113B, Hazard Report/Inspection, filed or attached to IIPP?	✓ Yes	□No
~	Are the CHP 121 series thoroughly and accurately completed?	✓ Yes	□N∘
9	(1) Supervisory comments in-depth, clear, and concise?	✓ Yes	□No
-	(2) Commander signature on appropriate forms?	✓ Yes	□No
	(2) Communication organization of the communication		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFFTY

occu	PATI	ONAL SAFET	Ţ

1P 453M (I	Rev. 5-06) OPI 009			✓ Yes	 ☐ No
	Routed within time frames?				
	HP 208, Accident Prevention Report, thoroughly and accurate	ly completed?			 □ No
(1)	Supervisor comments in-depth, clear, and concise?			✓ Yes	 □ No
(2)	Commander review?			✓ Yes	□ No
(3)	Commander signs appropriate form?			✓ Yes	□No
(4)	Properly routed within time limits?				□ No
i. Are ii	njuries and accidents documented on CHP 442, Individual Ac	cident, Injury and S	Safety Recognition Record?	✓ Yes	
(1)	Are CHP 442s, Individual Accident, Injury and Safety Recogn	ition Record, curre	ent?	✓ Yes	□ No
	Safety recognition emblem summary current?				□ No
i Are (CHP 712As, Injury and Illness Prevention Program Orientation	and Review, kep	t current?	✓ Yes	□ No
(1)	Is specific safety training documented on CHP 712, Employe	e Emergency Actio	on Plan Review?	✓ Yes	□ No
	Copies maintained with IIPP file?			Yes	☑ No
	Y AND ILLNESS PREVENTION PROGRAM	EVALUATED YES	ACTION REQUIRED	CORRECTED	
		/		✓ Yes	□No
	nmand specific IIPP on file?			✓ Yes	□No
(1)	(1) Is the program effective?			✓ Yes	□ No
(2)					□No
(3)				✓ Yes	□No
(4)	(4) All employees understand their roles and responsibilities?			✓ Yes	□No
(5)	(5) Each employee completed CHP 712A, Injury and Illness Prevention Program Orientation and Review?				
(6)	New employees review and complete CHP 712A, Injury and and Review?	Illness Prevention	Triogram Chematic.	✓ Yes	□ No
(7)	Are unsafe hazards or conditions identified, investigated, co	rrected, and docu	mented?	✓ Yes	□No
	Is required documentation maintained according to policy?			✓ Yes	□ No
		EVALUATED	ACTION REQUIRED	CORRECT	0:0
	IUNICATION WITH DOSH	Yes	110	✓ Yes	□ No
a. Em	ployees aware of procedures regarding DOSH inspections?	ompliance Officer	?	✓ Yes	□ No
	mmand's documents readily available for review by DOSH C	EVALUATED	ACTION REQUIRED	CORRECT	ED
. HAZA	RDOUS SUBSTANCE PROGRAM	Yes	No No	 ☐ Yes	 ☑ No
	es command have a written Hazardous Substance Program		ed within that command?		
(1)	Are hazardous substances identified and properly labeled?			✓ Yes	
(2)	Warning signs posted?			✓ Yes	
(3)	Material Safety Data Sheets readily available?			✓ Yes	
	Employees receive training?			Yes	No No

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

		(Rev. 5-06) OPI 009			☐ Yes	
	(5)	Training documented?				
	(6) Employees informed of their right to applicable medic		lical and exposure information?		✓ Yes	□ No
		RDOUS EXPOSURE CONTROL PROGRAMS	EVALUATED Yes	ACTION REQUIRED	CORRECTED	,
	Activities identified within command that may require exposure to hazardous conditions?			✓ Yes	□ No	
а.	is to a prince ring and/or administrative controls implemented?			✓ Yes	☐ No	
	and the arrivagest provided in accordance with bargaining unit agreements?			✓ Yes	□No	
	(3) Employees trained on use and maintenance of equipment?			✓ Yes	□ No	
	(3)				✓ Yes	□No
	(4)	Training documented?				

- 1. b. (7) Command Safety Committee personnel evaluate safety issues and make suggestions.
- 2. b. (5) and (6) Area supervisors include an occupational safety message in monthly and annual evaluations.
- 3. a. (2) Although injuries and accidents are discussed, the actual forms are not reviewed. We will begin that practice at the next occupational safety meeting.
- 5. e. (6) OSHA 300 posted in briefing room in February of each year.
- 5. $j_{\kappa}(2)$ CHP 712a forms are kept in each individual's personnel folder and are updated during their annual evaluation conference.
- 7. b. HPM 10.6 Chapter 5 has been provided to each employee.
- 8. All substances used by Area are packaged with manufacturer instructions and warnings. These substances include household cleaners, brake cleaner fluid, Safety Kleen parts cleaner (instructions and precautions included on the parts cleaning machine), and miscellaneous household chemicals. HPM 10.6 exempts these products from the requirement for a Hazardous Substance Program; however, MSDS are available on the occupational safety bulletin board for all of these products.
 - HPM 10.6 Chapter 7 Paragraph 3. b. (5) Consumer products packaged for public use (standard containers of cleansers, bleaches, etc.) are excluded [from the requirement for a Hazardous Substance Program] as are pesticides, hazardous wastes (regulated by Environmental Protection Agency), food, drugs, and cosmetics used by employees.
- 9. Training conducted at EMT and EMR refreshers.

STATE OF CALIFORNIA DEPÄRTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

760	COASTAL	NUMBER		
EVALUATED BY SGT. DAVE ROBERTSON		DATE 3	21	09

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired. SUSPENSE DATE TYPE OF EVALUATION ✓ Informal Evaluation ☐ Formal Evaluation FOLLOW-UP REQUIRED COMMANDER'S REVIEW ☐ Correction Report ⊠ No ☐ Yes ACTION REQUIRED CORRECTED 1. GOALS AND ACCOMPLISHMENTS NO a. Is the command familiar with the Occupational Safety Program as outlined in HPM 10.6, Occupational X Yes □ No Safety Manual, Chapter 13? ✓ Yes □ No (1) Are goals developed in accordance with departmental policy? (2) Are environmental factors, exposure factors, and past experience/trends considered when setting goals? ☐ No **X**Yes □ No (3) Are illness and non-serious/non-traumatic injuries excluded from occupational safety goals? **⊠**Yes **⊠** Yes ☐ No (4) Are goals appropriately categorized? ΠNo (5) Are goals realistic? ✓ Yes (6) Are goals consistent with departmental objectives? □ No ✓ Yes (7) Is input from all levels considered before goals are established? ✓ Yes □ No b. Are goals being accomplished? ☐ No ▼Yes (1) Accurate reporting on CHP 113, Accident and Injury Report? ☐ Yes No. (2) Are accidents increasing? ☐ Yes No 🔀 (3) Are injuries increasing? (4) Why are they increasing/decreasing? Increased Area employee safety program awareness and voluntary participation has resulted in a decrease in the number of recordable vehicle accidents, preventable recordable vehicle accidents and serious/traumatic injuries. ☐ No 🔀 Yes (5) Is CHP 113, Accident and Injury Report, posted or readily accessible? **⊠**Yes ☐ No (6) Are employees knowledgeable about goals and achievements? **⊠**Yes ☐ No (7) Are employees providing suggestions toward goal attainment? CORRECTED ACTION REQUIRED 2. PARTICIPATION **⊠**Yes ☐ No a. Commander actively involved in program? □No X Yes (1) Commander active in injury/illness case management? (2) What is the commander's attitude regarding occupational safety? The Area Commander is actively involved in all aspects of the Occupational Safety Program. He attends all COSC meetingrand addresses occupational safety issues during staff meetings, Area training days, and during shift briefings. The Commander's attitude towards occupational safety

issues is exemplary and he clearly demonstrates his concern, interest and enthusiasm on each

STATE OF CALIFORNIA DEPÄRTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION **OCCUPATIONAL SAFETY**

CHP	453M	/Rev	5-06)	OPI	009

Oth	100111		✓ Yes	□Nọ	
	(3)				
	(4)	Are safety issues in the meeting minutes?	⊠ Yes	□ No	
	(5)	Commander comments regarding safety issues in performance evaluations?	Yes	□ No	
	(6)	Does the commander ensure use of appropriate safety equipment?	¥ Yes	□ No	
b.	Are	e managers/supervisors actively involved in the program?	⊠ Yes	□ No	
	(1)	Are managers/supervisors involved in case management?	⊠ .Yes	□ No	
	(2)	Do they have the appropriate attitude?	⊠ .Yes	□ No	
	(3) Are managers monitoring supervisors' progress and efforts to attain goals?			□ No	
	(4) Are supervisors monitoring employees' efforts?			□ No	
	(5) Do managers comment on safety issues in performance evaluations?			□ No -	
	(6) Do supervisors comment on safety issues in performance evaluations?			□ No	
	(7)	Do managers/supervisors ensure the use of proper safety equipment?	Yes	□ No	
C.	Are	employees actively involved in the Occupational Safety Program?	⊠ Yes	□ No	
	(1)	Are employees involved in their case management?	⊠ Yes	□No	
	(2)	Are employees knowledgeable about safety goals?	⊠ Yes	□ No	
	(3) Are they aware of the command's achievements?			□ No	
	(4) Are employees practicing safety while performing their duties?			□ No	
	 (5) Are employees reporting unsafe conditions and/or work practices? (6) Do employees work cooperatively to minimize hazards? (7) Do employees offer suggestions to improve occupational safety? 			□ No	
				□No	
				□No	
	(8)	Is employee equipment properly used and maintained?	⊠Yes	□ No	
3. A	CCIE	DENT AND INJURY TRENDS	CORRECTED): 	
a.	Со	mmander's method of identifying trends?			
	The Area Commander actively monitors accidents and injuries for trends. The Commander works closely with the FOO, supervisors, employees and COSC both to identify trends and implement corrective action as necessary.				
	(1)	Are accidents and injuries being monitored to identify trends?	⊠Yes	☐ No	
-	(2)	Is the Occupational Safety Committee reviewing CHP 113, Accident and Injury Report, OSHA 300, Log of Occupational Injuries and Illnesses, entries, prior meeting minutes?	Yes	□ No	
	(3)	Are personnel in the command aware of current and potential trends?	¥Yes	□ No	
b.	W	nat corrective action has the command taken when a trend has been identified?	15		
	The Area prepares briefing items on the identified trends, the trends is discussed during Areatraining days and at COSC meetings.				

STATE OF CALIFORNIA DEPÄRTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION **OCCUPATIONAL SAFETY**

	(1) Are commanders, managers, and supervisors actively implementing corrective actions?			□No
4. (C)	San A	MAND OCCUPATIONAL SAFETY COMMITTEE (COSC)	CORRECTED	
a.	W	hat is the composition of the COSC? The Santa Barbara Area COSC is composed of the Area Commander, Field Operation Lieutenant, AOS Program Coordinator (sergeant), and one officer representing the field a motorcycle officer (rotating), and one officer representing special duty (rotating), the	Clerical —	
	(1)	Supervisor, automotive technician, maintenance worker and newly assigned officers to is there representation from each collective bargaining unit?	T⊠Yes	□No
	(2)	Management and supervisory representation?	⊠ Yes	□No
-	(3)	Command Safety Coordinator assigned?	™ Yes	□No
	(4)	Command Safety Coordinator active and effective?	⊠ Yes	□ No
	(5)	Are committee assignments rotated?	Yes	□No
	(6)	COSC meetings held quarterly?	⊠ Yes	□No
	(7)	Are meetings held more frequently when goals are not being attained?		□ No
	(8)	Do all committee members attend the meetings?	⊠ Yes	□No
b.	Ar	e roles and responsibilities defined in accordance with IIPP?	⊠ Yes	□No
	(1)	Do committee members understand their roles and responsibilities?	⊠ Yes	□No
	(2)	Is an agenda prepared prior to the meeting?	⊠ Yes	□ No
-	(3)	Are departmental and Division Occupational Safety meetings minutes readily available?	⊠ Yes	□No
	(4)	Are these minutes utilized for Area meetings?	Yes	□No
	(5)	Are assignments given during Area meetings?	⊠Yes	□No
C.	Mi	nutes prepared for the COSC meeting?	⊠ Yes	□ No
	(1)	Recording secretary appointed?	Yes	□ No
	(2)	Minutes posted on command's Occupational Safety Board?	⊠ Yes	· 🗔 No
	(3)	Are minutes included in IIPP file?	⊠ Yes	□ No
	(4)	Minutes maintained current year, plus three?	⊠ Yes	□No
	(5)	Minutes forwarded through channels?	⊠Yes	□No
d.	ls	the COSC effective?	🔀 Yes	□No
	(1)	Are COSC recommendations clear, concise and pertinent to the command?	ĭ¥Yes	□No
	(2)	COSC proactive to eliminate potential causes of accidents and injuries?	⊠ Yes	□No
	(3)	COSC disseminate current information and training regarding health and safety issues?	Yes Yes	□No
е.	Do	all personnel receive current information regarding health and safety?	Yes Yes	□No
f.	Are	outside agency safety programs utilized as a resource?	∑Yes	□No
g.	Do	es the command maintain an effective health and safety communications system?	™ Yes	□No
				-11

STATE OF CALIFORNIA DEPÅRTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

CHP 453M	(Rev.	5-06)	OPI	009

OI IF	403W (Nev. 0-00) Of 1 000		18.
	(1) Potential hazards reported on CHP 113B, Hazard Report/Inspection?	Yes	□No
	(2) Are findings of the 113B, Hazard Report/Inspection, report disseminated according to policy?	⊠ Yes	□No
_	(3) Do all members of the command participate in distribution of safety and health information?	Yes ✓ Yes Yes	□No
	(4) COSC minutes posted in a timely manner?	⊠ Yes	□No
	(5) Required posters prominently displayed?	⊠ Yes	□No
-	(6) COSC maintain the Command Occupational Safety Bulletin Board?	ĭ⊠ Yes	□No
	(7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific mem	bers? 🔀 Yes	□ No
5, D	DOCUMENTATION EVALUATED ACTION REQUIR		
a.	STD 261s, Authorization to Use Privately Owned Vehicles on State Business, completed annually and filed in the employee's field folder?	Yes ⊠	□No
b.	. DMV INF 254, Government Agency Request for Driver License/Identification Record Information, utilize to request driver's license record check and filed in the employee's field folder?	zed 🔲 Yes	□No
C.	OSHA 300, Log of Occupational Injury and Illnesses, utilized?	™ Yes	□No
	(1) Are required injuries and illnesses logged?	⊠ Yes	□No
_	(2) Entries made within six working days of notification of an employee injury or illness?	⊠ Yes	□No
	(3) Is lost-time and limited-duty documentation accurate?	ĭ⊠ Yes	□No
	(4) Retention according to policy?	⊠ Yes	□No
_	(5) Readily accessible for review by Cal-OSHA?	⊠ Yes	□No
	(6) Previous calendar year log posted during February?	¹⊠ Yes	□No
d.	. Are CHP 113s, Accident and Injury Report, compiled accurately?	⊠ Yes	□No
	(1) Commander review and sign?	⊠ Yes	□No
	(2) CHP 113s and attachments processed in a timely manner?	⊠ Yes	□No
e.	. Does the command utilize the CHP 113A, Safety Inspection Checklist?	⊠ Yes	□No
	(1) Are semiannual safety inspections conducted?		□No
	(2) Are safety hazards identified?	⊠ Yes	□No
	(3) Is corrective action taken within 30 days?	⊠ Yes	□No
	(4) CHP 113A, Safety Inspection Checklist, maintained with IIPP and retained according to policy?	⊠ Yes	□No
f.	Are unsafe conditions identified and documented on CHP 113B, Hazard Report/Inspection?	⊠ Yes	□No
	(1) Measures taken to correct situation within 30 days?	⊠ Yes	□No
	(2) Copy of CHP 113B, Hazard Report/Inspection, filed or attached to IIPP?	¥Yes	□No
0	Are the CHP 121 series thoroughly and accurately completed?	⊠Yes	□No
9.	(1) Supervisory comments in-depth, clear, and concise?	⊠ Yes	□No
-	(2) Commander signature on appropriate forms?	¥Yes	□ No
-	(a) Communication agreement the second secon		

DEPÄRTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION **OCCUPATIONAL SAFETY**

CHP 453M (Pey 5-06) OPI 009

CITE 400	IN (Nev. 3-00) OF 1 009		
(3	B) Routed within time frames?	⊠ Yes	□ No
h. Is	s CHP 208, Accident Prevention Report, thoroughly and accurately completed?	Yes	□No
(1	Supervisor comments in-depth, clear, and concise?	⊠ Yes	□No
(2	2) Commander review?	⊠ Yes	□No
(3	3) Commander signs appropriate form?	⊠Yes	□No
(4	Properly routed within time limits?	▼ Yes	□ No
i. Ar	e injuries and accidents documented on CHP 442, Individual Accident, Injury and Safety Recognition Record?	⊠ Yes	□ No
(1) Are CHP 442s, Individual Accident, Injury and Safety Recognition Record, current?	X Yes	□No
(2	2) Safety recognition emblem summary current?	⊠ Yes	□No
j. Ar	e CHP 712As, Injury and Illness Prevention Program Orientation and Review, kept current?	☑ Yes	□ No
(1) Is specific safety training documented on CHP 712, Employee Emergency Action Plan Review?	⊠Yes	□No
(2	2) Copies maintained with IIPP file?	Yes	□No
6. INJU	RY AND ILLENESS PREVENTION PROGRAM EVALUATED ACTION REQUIRED	CORRECTED	()
a. C	command specific IIPP on file?	⊠Yes	□No
(1) Is the program effective?	⊠ Yes	□No
(2	2) Contains all required documents?	⊠Yes	□ No
(3	Discussed with all employees?	✓ Yes	□ No
(4	All employees understand their roles and responsibilities?	▼ Yes	□No
(5	i) Each employee completed CHP 712A, Injury and Illness Prevention Program Orientation and Review?	✓ Yes	□No
(6	New employees review and complete CHP 712A, Injury and Illness Prevention Program Orientation and Review?	⊠ Yes	□No
(7	Are unsafe hazards or conditions identified, investigated, corrected, and documented?	⊠ Yes	□No
(8	s) Is required documentation maintained according to policy?	⊠ Yes	□No
7. COM	MUNICATION WITH DOSH EVALUATED ACTION REQUIRED	CORRECTED)
a. E	mployees aware of procedures regarding DOSH inspections?	⊠Yes	□No
b. C	ommand's documents readily available for review by DOSH Compliance Officer?	⊠ Yes	□No
8. HAZ	ARDOUS SUBSTANCE PROGRAM	CORRECTED):-
a. D	oes command have a written Hazardous Substance Program for substances used within that command?	✓ Yes	□No
(1) Are hazardous substances identified and properly labeled?	Yes	□No
(2	2) Warning signs posted?	⊠Yes	□No
(3	s) Material Safety Data Sheets readily available?	⊠ Yes	□No
(4	e) Employees receive training?	⊠ Yes	□No

DEPÄRTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

CHP 453M	(Rev. 5-06)	OPI 009
----------	-------------	---------

(5) T	raining documented?	Yes	☐ No
` '	Employees informed of their right to applicable medical and exposure information?	¥¥Yes	☐ No
HAZARD	DOUS EXPOSURE CONTROL PROGRAMS	CORRECTED)
Co. Salaran	ties identified within command that may require exposure to hazardous conditions?	⊠ Yes	□ No
	Appropriate engineering and/or administrative controls implemented?	¥₹Yes	□No
(2) F	Protective equipment provided in accordance with bargaining unit agreements?	ĭ Yes	☐ No
	Employees trained on use and maintenance of equipment?	▼ Yes	□No
	Fraining documented?	⊠Yes	□ No

Chap 12

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
OCCUPATIONAL SAFETY

 AREA
 DIVISION
 NUMBER

 Moorpark
 Coastal
 770

 EVALUATED BY
 DATE

 F. Martinez, Sgt., #13747
 01/29/2009

CHP 453M (Rev. 5-06) OPI 009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION ☐ Formal Evaluation ☐ Informal Evaluation	SUSPENSE DATE 03/31/2009	3	
FOLLOW-UP REQUIRED Correction Report Yes No	un J. Wuris /~	DATE 3/	24/09
1. GOALS AND ACCOMPLISHMENTS	Yes ACTION REQUIRED	CORRECTE	D
a. Is the command familiar with the Occupational Safety Program Safety Manual, Chapter 13?	as outlined in HPM 10.6, Occupational	✓ Yes	□ No
(1) Are goals developed in accordance with departmental police	cy?	✓ Yes	□ No
(2) Are environmental factors, exposure factors, and past expe	erience/trends considered when setting goals?	✓ Yes	□ No
(3) Are illness and non-serious/non-traumatic injuries excluded	d from occupational safety goals?	✓ Yes	□No
(4) Are goals appropriately categorized?		✓ Yes	□No
(5) Are goals realistic?		✓ Yes	□No
(6) Are goals consistent with departmental objectives?	*	✓ Yes	□No
(7) Is input from all levels considered before goals are establis	hed?	✓ Yes	□No
b. Are goals being accomplished?		✓ Yes	□No
(1) Accurate reporting on CHP 113, Accident and Injury Repor	t?	✓ Yes	□No
(2) Are accidents increasing?		☐ Yes	☑ No
(3) Are injuries increasing?		☐ Yes	☑ No
(4) Why are they increasing/decreasing? Training is provided	l in daily briefings. Supervisory ride-a-longs are	also condu	cted to ensure
safe practices are applied and performed.			
(5) Is CHP 113, Accident and Injury Report, posted or readily a	accessible?	✓ Yes	□ No
(6) Are employees knowledgeable about goals and achieveme	ents?	✓ Yes	□ No
(7) Are employees providing suggestions toward goal attainme	ent?	✓ Yes	□No
2: PARTICIPATION	Yes ACTION REQUIRED	CORRECTED)
a. Commander actively involved in program?		✓ Yes	□No
(1) Commander active in injury/illness case management?		✓ Yes	□No
(2) What is the commander's attitude regarding occupational s	afety?		
			outside 1

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

CHP	453N	(Rev. 5-06) OPI 009		
0111	(3)	" and the state of	✓ Yes	□No
	(4)	the state of the s	✓ Yes	□No
	(5)	Commander comments regarding safety issues in performance evaluations?	✓ Yes	□No
	(6)	Does the commander ensure use of appropriate safety equipment?	✓ Yes	□No
b.		e managers/supervisors actively involved in the program?	✓ Yes	□No
	(1)	the state involved in once management?	√ Yes	□No
	(2)	Do they have the appropriate attitude?	Yes	□No
	(3)	the design and efforts to ettain goals?	✓ Yes	□No
	(4)	Are supervisors monitoring employees' efforts?	√ Yes	□No
	(5)	Do managers comment on safety issues in performance evaluations?	√ Yes	□No
	(6)	Do supervisors comment on safety issues in performance evaluations?	✓ Yes	□No
	(7)	Do managers/supervisors ensure the use of proper safety equipment?	✓ Yes	□No
C,	Are	employees actively involved in the Occupational Safety Program?	☑ Yes	□No
		Are employees involved in their case management?	☑ Yes	□No
	(2)	Are employees knowledgeable about safety goals?	☑ Yes	□No
	(3)	Are they aware of the command's achievements?	Yes	□ No
	(4)	Are employees practicing safety while performing their duties?	☑ Yes	□No
	(5)	Are employees reporting unsafe conditions and/or work practices?	✓ Yes	□No
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	(6)	Do employees work cooperatively to minimize hazards?	☑ Yes	□No
	(7)	Do employees offer suggestions to improve occupational safety?	✓ Yes	□No
	(8)	Is employee equipment properly used and maintained?	☑ Yes	□No
3. AC	CID	ENTYAND/INJURY TRENDS EVALUATED Yes ACTION REQUIRED	CORRECTED	
a.	Cor	mmander's method of identifying trends? The Area Commander reviews statistics and trends, and compares t	hem with e	stablished
		als. He further maintains an open line of communication with Area personnel and solicits safety concerns.		
-	3			
-	-			
	(1)	Are accidents and injuries being monitored to identify trends?	Yes	□No
	(2)	Is the Occupational Safety Committee reviewing CHP 113, Accident and Injury Report, OSHA 300, Log of Occupational Injuries and Illnesses, entries, prior meeting minutes?	✓ Yes	□No
	(3)	Are personnel in the command aware of current and potential trends?	✓ Yes	□No
b.		at corrective action has the command taken when a trend has been identified? The Area Commander works	with Area p	ersonnel to
741		rect any deficiencies prior to a trend being established.		

Destroy Previous Editions

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009		
(1) Are commanders, managers, and supervisors actively implementing corrective actions?	✓ Yes	□No
4. COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC) Yes ACTION REQUIRED Yes	CORRECTED	
a. What is the composition of the COSC? The Area management team, the Occupational Safety Sergeant, and emp	loyee from	the clerical
staff, and field officers.		
(1) Is there representation from each collective bargaining unit?	✓ Yes	□No
(2) Management and supervisory representation?	✓ Yes	□No
(3) Command Safety Coordinator assigned?	✓ Yes	□No
(4) Command Safety Coordinator active and effective?	✓ Yes	□No
(5) Are committee assignments rotated?	✓ Yes	□ No
(6) COSC meetings held quarterly?	✓ Yes	□No
(7) Are meetings held more frequently when goals are not being attained?	✓ Yes	□No
(8) Do all committee members attend the meetings?	✓ Yes	□No
b. Are roles and responsibilities defined in accordance with IIPP?	☑ Yes	□ No
(1) Do committee members understand their roles and responsibilities?	✓ Yes	☐ No
(2) Is an agenda prepared prior to the meeting?	☑ Yes	□No
(3) Are departmental and Division Occupational Safety meetings minutes readily available?	☑ Yes	□No
(4) Are these minutes utilized for Area meetings?	✓ Yes	□No
(5) Are assignments given during Area meetings?	✓ Yes	☐ No
c. Minutes prepared for the COSC meeting?	☑ Yes	□No
(1) Recording secretary appointed?	☑ Yes	□No
(2) Minutes posted on command's Occupational Safety Board?	✓ Yes	□No
(3) Are minutes included in IIPP file?	✓ Yes	□ No
(4) Minutes maintained current year, plus three?	☑ Yes	□No
(5) Minutes forwarded through channels?	✓ Yes	□No
d. Is the COSC effective?	☑ Yes	□No
(1) Are COSC recommendations clear, concise and pertinent to the command?	☑ Yes	□No
(2) COSC proactive to eliminate potential causes of accidents and injuries?	✓ Yes	□No
(3) COSC disseminate current information and training regarding health and safety issues?	✓ Yes	□No
e. Do all personnel receive current information regarding health and safety?	✓ Yes	□No
f. Are outside agency safety programs utilized as a resource?	✓ Yes	□No
g. Does the command maintain an effective health and safety communications system?	☑ Yes	□No

Destroy Previous Editions

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

CHP	453M (Rev. 5-06) OPI 009		
===	(1) Potential hazards reported on CHP 113B, Hazard Report/Inspection?	✓ Yes	□ No
	(2) Are findings of the 113B, Hazard Report/Inspection, report disseminated according to policy?	√ Yes	□ No
	(3) Do all members of the command participate in distribution of safety and health information?	✓ Yes	□No
	(4) COSC minutes posted in a timely manner?	✓ Yes	□ No
	(5) Required posters prominently displayed?	✓ Yes	□No
	(6) COSC maintain the Command Occupational Safety Bulletin Board?	✓ Yes	□ No
	(7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific members?	✓ Yes	□ No
5. D	OCUMENTATION EVALUATED ACTION REQUIRED Yes	CORRECTE	D
a.	STD 261s, Authorization to Use Privately Owned Vehicles on State Business, completed annually and filed in the employee's field folder?	✓ Yes	□ No
b.	DMV INF 254, Government Agency Request for Driver License/Identification Record Information, utilized to request driver's license record check and filed in the employee's field folder?	✓ Yes	□ No
С.	OSHA 300, Log of Occupational Injury and Illnesses, utilized?	✓ Yes	□ No
	(1) Are required injuries and illnesses logged?	☑ Yes	□No
	(2) Entries made within six working days of notification of an employee injury or illness?	✓ Yes	□ No
	(3) Is lost-time and limited-duty documentation accurate?	✓ Yes	□No
	(4) Retention according to policy?	✓ Yes	□ No
	(5) Readily accessible for review by Cal-OSHA?	✓ Yes	□No
	(6) Previous calendar year log posted during February?	✓ Yes	□ No
d.	Are CHP 113s, Accident and Injury Report, compiled accurately?	✓ Yes	□No
	(1) Commander review and sign?	✓ Yes	□ No
	(2) CHP 113s and attachments processed in a timely manner?	✓ Yes	□ No
е.	Does the command utilize the CHP 113A, Safety Inspection Checklist?	✓ Yes	□No
	(1) Are semiannual safety inspections conducted?	✓ Yes	□ No
	(2) Are safety hazards identified?	✓ Yes	□No
	(3) Is corrective action taken within 30 days?	✓ Yes	□No
	(4) CHP 113A, Safety Inspection Checklist, maintained with IIPP and retained according to policy?	✓ Yes	□No
f.	Are unsafe conditions identified and documented on CHP 113B, Hazard Report/Inspection?	✓ Yes	□No
	(1) Measures taken to correct situation within 30 days?	✓ Yes	□No
	(2) Copy of CHP 113B, Hazard Report/Inspection, filed or attached to IIPP?	✓ Yes	□No
g.	Are the CHP 121 series thoroughly and accurately completed?	✓ Yes	□No
	(1) Supervisory comments in-depth, clear, and concise?	☑ Yes	□No
	(2) Commander signature on appropriate forms?	☑ Yes	□No

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION **OCCUPATIONAL SAFETY**

_	_	_	_	•	_	-	-	-	_	-				
						_			-	٠,	061	ODL	000	

CHP 4	453M	(Rev. 5-06) OPI 009				
-	(3)	Routed within time frames?			☑ Yes	□ No
h.	ls (CHP 208, Accident Prevention Report, thoroughly and accurately completed?			✓ Yes	□ No
	(1)	Supervisor comments in-depth, clear, and concise?			· ✓ Yes	□ No
	(2)	Commander review?			✓ Yes	□ No
	(3)	Commander signs appropriate form?			✓ Yes	□ No
	(4)	Properly routed within time limits?			✓ Yes	□ No
ī.	Are	injuries and accidents documented on CHP 442, Individual Accident, Injury and	Safety	Recognition Record?	✓ Yes	□ No
	(1)	Are CHP 442s, Individual Accident, Injury and Safety Recognition Record, curre	ent?		✓ Yes	□ No
-	(2)	Safety recognition emblem summary current?			✓ Yes	□No
——————————————————————————————————————	Are	CHP 712As, Injury and Illness Prevention Program Orientation and Review, kep	t curre	ent?	✓ Yes	□ No
-	(1)	Is specific safety training documented on CHP 712, Employee Emergency Action			Yes	□No
	(2)	Copies maintained with IIPP file?			✓ Yes	□No
6 IN	HOUSE HAVE	Y/AND ILLINESS PREVENTION PROGRAM Yes		ACTION REQUIRED	CORRECTED):
283		mmand specific IIPP on file?			☑ Yes	□No
a.		Is the program effective?			✓ Yes	□No
	_	Contains all required documents?		v	✓ Yes	□No
	(2)	Discussed with all employees?			✓ Yes	□No
	(3)	All employees understand their roles and responsibilities?			✓ Yes	□No
	(4)	Each employee completed CHP 712A, Injury and Illness Prevention Program C)rienta	ation and Review?	✓ Yes	□No
	(6)	New employees review and complete CHP 712A, Injury and Illness Prevention and Review?			✓ Yes	□No
	(7)	Are unsafe hazards or conditions identified, investigated, corrected, and document	nented	1?	✓ Yes	□No
		Is required documentation maintained according to policy?			√ Yes	□No
7. C	eduration)	IUNICATION WITH DOSH Yes		ACTION REQUIRED	CORRECTED)
<u>議議</u> a.		ployees aware of procedures regarding DOSH inspections?			✓ Yes	□No
		mmand's documents readily available for review by DOSH Compliance Officer?	- 112		√ Yes	□No
b. 8 . H.	neto, al	RDOUS SUBSTANCE PROGRAM Yes		ACTION REQUIRED	CORRECTED)
a.	Do	es command have a written Hazardous Substance Program for substances used	d withi	n that command?	✓ Yes	□No
		Are hazardous substances identified and properly labeled?			Yes	□No
	(2)	Warning signs posted?			✓ Yes	□No
	(3)	Material Safety Data Sheets readily available?			✓ Yes	□No
	(4)	Employees receive training?			✓ Yes	□No
	(-1/					

Destroy Previous Editions

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION **OCCUPATIONAL SAFETY**

CHP 453M (Rev. 5-06) OPI 009

	5) Training documented?	✓ Yes	☐ No
	- 1. Attack in in the combined and exposure information?	✓ Yes	□ No
	ARDOUS EXPOSURE CONTROL PROGRAMS Yes	CORRECTED)
a. <i>F</i>	activities identified within command that may require exposure to hazardous conditions?	✓ Yes	□No
(*		✓ Yes	□ No
•	2) Protective equipment provided in accordance with bargaining unit agreements?	✓ Yes	□No
	interpreta	✓ Yes	□ No
÷		✓ Yes	□No
(4	i) Training documented?	<u>v</u> 163	_

Since the Area's inception on 11/07/2005, The Moorpark Area Commander has been and continues to be very supportive of occupational safety. He also stresses upon Area personnel that this Area facility continues to reflect those beliefs. The Area Commander's philosophy is to keep occupational safety at the forefront of everyone's mind. The occupational safety committee tries to be innovative with new ideas and maintains a proactive role regarding occupational awareness.

CONEJO IF

PAGE 02/07

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

T			
AREA	DIVISION	NUMBER	
Conejo I.F.	Coastal	771	
EVALUATED BY		DATE	
Sgt. M. Lamons		03/02/2009	

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION	SUSPENSE DATE			
☐ Formal Evaluation ☐ Informal Evaluation		. //		
FOLLOW-UP REQUIRED Correction Report Yes No BY	COMMANDER'S REVIEW	luly	3/1	9/0
1. GOALS AND ACCOMPLISHMENTS	03/02/2009	NO J	CORRECTED	
 a. Is the command familiar with the Occupational Safety Program a Safety Manual, Chapter 13? 	s outlined in HPM 10.6	, Occupational	☑ Yes	□ No
(1) Are goals developed in accordance with departmental policy	?		√ Yes	□ No
(2) Are environmental factors, exposure factors, and past exper	ience/trends considere	d when setting goals?	☑ Yes	□ No
(3) Are illness and non-serious/non-traumatic injuries excluded	from occupational safe	ty goals?	√ Yes	
(4) Are goals appropriately categorized?			☑ Yes	□ No
(5) Are goals realistic?	13* ^{\$10}		☑ Yes	□ No
(6) Are goals consistent with departmental objectives?			√ Yes	□ No
(7) Is input from all levels considered before goals are established	ed?	31,41	√ Yes	□No
b. Are goals being accomplished?			☐ Yes	√ No
(1) Accurate reporting on CHP 113, Accident and Injury Report?	111111111111111111111111111111111111111		☑ Yes	∐ No
(2) Are accidents increasing?	Us de la language de la cas		Yes	Ø N□
(3) Are injuries increasing?			☐ Yes	☑ No
(4) Why are they increasing/decreasing? Occupational Sa	ışt several yea	rs. There		
have been no preventable traumatic injuries and an average of	fone preventable reco	dable motor vehicle ac	cident over th	e last five
years with the goal of zero.				
(5) Is CHP 113, Accident and Injury Report, posted or readily acc	essible?		☑ Yes	□No
(6) Are employees knowledgeable about goals and achievements	s?		☑ Yes	□ No
(7) Are employees providing suggestions toward goal attainment	?			□ No
PARTICIPATION	VALUATED 3/02/2009	ACTION REQUIRED No	CORRECTED	
a. Commander actively involved in program?			☑ Yes	□ No
(1) Commander active in injury/illness case management?			☑ Yes	☐ No
(2) What is the commander's attitude regarding occupational safe	ty? Commander	attends all Occupation	al Safety Com	mittee
Meetings and actively encourages all facility personnel to repo	ort unsafe conditions.	Commander developed	an additional	Facility
Committee to address concerns regarding the facility and main	tenance.			

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M	(Rev. 5-06) OPI 009	92	0		
(3)		id training days?		☑ Yes	□No
(4)	Are safety issues in the meeting minutes?			☑ Yes	□ No
(5)	Commander comments regarding safety issues in perform	ance evaluations?		√ Yes	□ No
(6)	Does the commander ensure use of appropriate safety eq	uipment?		√ Yes	□ No
b. Are	managers/supervisors actively involved in the program?			√ Yes	□ No
(1)	Are managers/supervisors involved in case management?			√ Yes	□ No
(2)	Do they have the appropriate attitude?		- Annua V	☑ Yes	□ №
(3)	Are managers monitoring supervisors' progress and efforts	s to attain goals?	IX	√ Yes	□ No
(4)	Are supervisors monitoring employees' efforts?		A A TOPICO	☑ Yes	□ No
(5)	Do managers comment on safety issues in performance ev	valuations?		☑ Yes	□ No
(6)	Do supervisors comment on safety issues in performance	evaluations?		☑ Yes	□ No
(7)	Do managers/supervisors ensure the use of proper safety	equipment?		₩ Yes	□No
c. Are	employees actively involved in the Occupational Safety Pro	gram?		☑ Yes	□No
(1)	Are employees involved in their case management?			☑ Yes	☐ No
(2)	Are employees knowledgeable about safety goals?	AND SALES		☑ Yes	□ No
(3)	Are they aware of the command's achievements?		400	☑ Yes	□ No
(4)	Are employees practicing safety while performing their dutie	es?		☑ Yes	□ No
(5)	Are employees reporting unsafe conditions and/or work pra	ectices?	*.31	☑ Yes	☐ No
(6)	Do employees work cooperatively to minimize hazards?			☑ Yes	☐ No
(7)	Do employees offer suggestions to improve occupational sa	afety?	3 - 10 - 10 - 10 - 10 - 10 - 10 - 10 - 1	☑ Yes	□ No
(8)	s employee equipment properly used and maintained?			☑ Yes	☐ No
ACCIDE	T AND INJURY TRENDS	03/02/2009	ACTION REQUIRED	CORRECTED	
a. Com	mander's method of identifying trends? Command	and the state of t	documentation related	to accident and	i injury to
deter	mine any commonalities.				
			W. W.		
(1) A	tre accidents and injuries being monitored to identify trends	s?		√Yes	☐ No
	s the Occupational Safety Committee reviewing CHP 113, A og of Occupational Injuries and Illnesses, entries, prior med		oort, OSHA 300,	☑ Yes	□ No
(3) A	re personnel in the command aware of current and potenti	al trends?		☑ Yes	☐ No
b. What	corrective action has the command taken when a trend ha	s been identified?	No trends have been	identified due	to
minim	al occurrences of reported accident and injury and illness	cases. Command empl	nasizes good occupation	nal safety pract	tices and
takes	corrective action if needed on individual cases to avoid tre	nds.			

IP 453M (Rev. 5-06) Page 2

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

	(1)	Are commanders, managers, and supervisors actively implementing of	orrective action	18?	☑ Yes	□No
4. 0	COMI	MAND OCCUPATIONAL SAFETY COMMITTEE (COSC) 03/02/20	erest III	ACTION REQUIRED Yes	03/02/2009	
a	a. VV	nat is the composition of the COSC? 1 Lieutenant Commander, 1 S	Sergeant, 2 Off	cers, 2 Commercial Ve	chicle Inspect	ion
	Sp	ecialists, 1 Office Technician, and 1 Janitor.				
	**					
	(1)	Is there representation from each collective bargaining unit?			√ Yes	□ No
	(2)	Management and supervisory representation?			☑ Yês	☐ No
	(3)	Command Safety Coordinator assigned?			☑ Yes	□ No
	(4)	Command Safety Coordinator active and effective?			☑ Yes	□ No
	(5)	Are committee assignments rotated?			☑ Yes	□ No
-	(6)	COSC meetings held quarterly?				□ No
	(7)	Are meetings held more frequently when goals are not being attained?	•	44	☑ Yes	□ No
	(8)	Do all committee members attend the meetings?			☑ Yes	☐ No
ь.	Are	roles and responsibilities defined in accordance with IIPP?			☑ Yes	□ No
	(1)	Do committee members understand their roles and responsibilities?			√ Yes	□No
	(2)	Is an agenda prepared prior to the meeting?	We disa		✓ Yes	□ No
	(3)	Are departmental and Division Occupational Safety meetings minutes	readily availab	e?	☑ Yes	☐ No
	(4)	Are these minutes utilized for Area meetings?			✓ Yes	☐ No
	(5)	Are assignments given during Area meetings?			√ Yes	□ No
c.	Min	ites prepared for the COSC meeting?			☑ Yes	☐ No
	(1)	Recording secretary appointed?			☑ Yes	□ No
	(2)	Minutes posted on command's Occupational Safety Board?			☑ Yes	☐ No
	(3)	Are minutes included in IIPP file?			☑ Yes	☐ No
	(4)	Minutes maintained current year, plus three?	- 120		√ Yes	□ No
	(5)	Minutes forwarded through channels?			✓ Yes	□ No
d.	is the	e COSC effective?		- //	☑ Yes	□ No
	(1)	Are COSC recommendations clear, concise and pertinent to the comm	and?		☑ Yes	□No
	(2)	COSC proactive to eliminate potential causes of accidents and injuries	?		☑ Yes	☐ No
	(3)	COSC disseminate current information and training regarding health an	d safety issue	5?	√ Yes	□ No
e.	Do a	personnel receive current information regarding health and safety?			☑ Yes	∏ No
f. A	Are o	itside agency safety programs utilized as a resource?		11.00	Yes	☑ No
g.	Does	the command maintain an effective health and safety communications	system?		☑ Yes	□ No

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

CH	P 453N	M (Rev. 5-05) OPI 009			
	(1			Yes	☑ No
-	(2) Are findings of the 113B, Hazard Report/Inspection, report disseminated according to policy?			Yes	☑ No
	(3)) Do all members of the command participate in distribution of safety and health inform	nation?	☑ Yes	□ No
	(4)) COSC minutes posted in a timely manner?	**************************************	☑ Yes	□ No
-	(5)) Required posters prominently displayed?		☑ Yes	□ No
-	(6)) COSC maintain the Command Occupational Safety Bulletin Board?		☑ Yes	☐ No
	(7)	Are responsibilities for the Occupational Safety Bulletin Board contents assigned to s	pecific members?	☑ Yes	□ No
5. J	oocu	IMENTATION EVALUATED 03/02/2009	ACTION REQUIRED Yes	03/04/2009	
8		TD 261s, Authorization to Use Privately Owned Vehicles on State Business, completed and in the employee's field folder?	annually and	☑ Yes	□No
ь		AV INF 254, Government Agency Request for Driver License/Identification Record Information Record Information Record Check and filed in the employee's field folder?	mation, utilized	☑ Yes	□ No
c	. os	SHA 300, Log of Occupational Injury and Illnesses, utilized?		☑ Yes	□No
	(1)	Are required injuries and illnesses logged?		☑ Yes	□N□
	(2)	Entries made within six working days of notification of an employee injury or illness?		☑ Yes	□ No
	(3)	Is lost-time and limited-duty documentation accurate?		☑ Yes	□ No
-	(4)	Retention according to policy?		☑ Yes	□ No
	(5)	Readily accessible for review by Cal-OSHA?		☑ Yes	☐ No
	(6)	Previous calendar year log posted during February?		☑ Yes	□ No
д,	Are	CHP 113s, Accident and Injury Report, compiled accurately?		☑ Yes	□ No
	(1)	Commander review and sign?		☑ Yes	□ No*
	(2)	CHP 113s and attachments processed in a timely manner?	TANTANI.	☑ Yes	☐ No
e.	Doe	es the command utilize the CHP 113A, Safety Inspection Checklist?		☑ Yes	☐ No
	(1)	Are semiannual safety inspections conducted?		☑ Yes	☐ No
	(2)	Are safety hazards identified?		☑ Yes	□No
	(3)	Is corrective action taken within 30 days?		√ Yes	□ No
	(4)	CHP 113A, Safety Inspection Checklist, maintained with IIPP and retained according	to policy?	☑ Yes	□ No
f.	Are u	unsafe conditions identified and documented on CHP 113B, Hazard Report/Inspection	?	Yes	☑ No
	(1)	Measures taken to correct situation within 30 days?		☑ Yes	□ No
	(2)	Copy of CHP 113B, Hazard Report/Inspection, filed or attached to IIPP?		Yes	☑ No
g.	Are t	the CHP 121 series thoroughly and accurately completed?		☑ Yes	□ No
	(1)	Supervisory comments in-depth, clear, and concise?		☑ Yes	□ No
45.5	(2)	Commander signature on appropriate forms?		☑ Yes	□ No

CONEJO IF

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY CHP 453M (Rev. 5-06) OPI 009

	(3	Routed within time frames?		2000	☑ Yes	□ No
-	ı, İş	CHP 208, Accident Prevention Report, thoroughly and accur-	ately completed?		☑ Yes	□No
	(1) Supervisor comments in-depth, clear, and concise?				☑ Yes	□ No
	(2)	Commander review?			☑ Yes	☐ No
_	(3)	Commander signs appropriate form?			☑ Yes	□ No
	(4)	Properly routed within time limits?			☑ Yes	☐ No
i.	Are	injuries and accidents documented on CHP 442, Individual A	Accident, Injury and Safe	ty Recognition Record?		□ No
	(1)	Are CHP 442s, Individual Accident, Injury and Safety Reco	gnition Record, current?		☑ Yes	□No
-	(2)	Safety recognition emblem summary current?			☑ Yes	□No
j.	Аге	CHP 712As, Injury and Illness Prevention Program Orlentati	on and Review, kept cur	rent?	☑ Yes	☐ No
	(1)	is specific safety training documented on CHP 712, Employ	vee Emergency Action P	lan Review?	☑ Yes	□No
	(2)	Copies maintained with IIPP file?			Yeş	☑ No
ä. IN	IJυŖ	Y AND ILLNESS PREVENTION PROGRAM	03/02/2009	ACTION REQUIRED	CORRECTED	
a.	Col	mmand specific IIPP on file?	19.		☑ Yes	□No
	(1)	is the program effective?			☑ Yes	□No
	(2)	Contains all required documents?			☑ Yes	□No
	(3)	Discussed with all employees?			☑ Yes	□No
	(4)	All employees understand their roles and responsibilities?			☑ Yes	□No
-	(5)	Each employee completed CHP 712A, Injury and Illness Pro	evention Program Orient	tation and Review?	☑ Yes	□ No
	(6)	New employees review and complete CHP 712A, Injury and and Review?	Illness Prevention Prog	ram Orientation	☑ Yes	□ No
	(7)	Are unsafe hazards or conditions identified, investigated, co	rrected, and documente	d?	☑ Yes	□ No
	(8)	Is required documentation maintained according to policy?			☑ Yes	□ No
cc	MMU	JNICATION WITH DOSH	03/02/2009	Yes	CORRECTED	***
а.	Emp	oloyees aware of procedures regarding DOSH inspections?			Yes	☑ No
b.	Com	mand's documents readily available for review by DOSH Co	mpliance Officer?		☑ Yes	☐ No
НА	ZAR	DOUS SUBSTANCE PROGRAM	EVALUATED 03/02/2009	ACTION REQUIRED	CORRECTED	
a,	Does	s command have a written Hazardous Substance Program fo	or substances used with	in that command?	☑ Yes	□ No
	(1)	Are hazardous substances identified and properly labeled?			☑ Yes	□No
	(2)	Warning signs posted?		9 6	☑ Yes	□ No
	(3)	Material Safety Data Sheets readily available?			☑ Yes	□ No
	(4) l	Employees receive training?			☑ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

4, 11	1 40010 (110-10-10) 0:1000				· · · · · · · · · · · · · · · · · · ·
	(5) Training documented?			✓ Yes	☐ No
	(6) Employees informed of their right to applicable med	dical and exposure informati	ion?	☐ Yes	□ No
9. F	HAZARDOUS EXPOSURE CONTROL PROGRAMS	03/02/2009	ACTION REQUIRED	CORRECTED	
2	a. Activities identified within command that may require ex	posure to hazardous condit	ions?	√ Yes	□ No
_	(1) Appropriate engineering and/or administrative contr	rols implemented?		√ Yes	□ No
	(2) Protective equipment provided in accordance with t	pargaining unit agreements	?	✓ Yes	□ No
	(3) Employees trained on use and maintenance of equ	ipment?		√ Yes	☐ No
	(4) Training documented?		A 340 MATERIAL	✓ Yes	□No
_					

Summary

4. Command Occupational Safety Committee (COSC)

The CHP 113B has not been readily utilized to report potential hazards due to the open communication between command staff and amployees. Often employees bring potential hazards to the attention of a supervisor or commander through direct contact or memorandum. These problems are resolved in a timely manner based on the hazard.

n the future all employees reporting a potential hazard will be required to fill out the CHP 113B (Hazard Report/Inspection) in accordance with policy.

. Documentation

as described above the CHP 113B will be utilized to document all potential hazards located and reported by facility personnel.

. Communication with DOSH

mployees are not fully aware of procedures regarding DOSH inspections with the exception of the commander and supervisors. Employees ill be provided training on DOSH inspections in order to know there role in the inspection process and be better prepared to assist the spector as required. This training will be accomplished during the second quarter training day scheduled in June.